



EQUAL EMPLOYMENT OPPORTUNITY POLICY

January 1, 2018

TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT:

Envoy is committed to Equal Employment Opportunity (“EEO”) and to compliance with all federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation. Envoy strictly prohibits all discrimination on the basis of race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition (including AIDS/HIV status), family and medical leave status, genetic information, military or veteran status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. Envoy also makes reasonable accommodations for disabled applicants and employees and for the sincerely held religious beliefs of applicants and employees depending upon individual circumstances.

This commitment to EEO extends not only to all employees of Envoy but also to independent contractors, trainees, apprentices and any other third parties that come into contact with employees of Envoy. This commitment extends to all areas of personnel actions, including but not limited to advertising, recruiting, hiring, training, evaluation, promotion, transfers, work assignments, accommodation requests, requests for leave, compensation, benefits, disciplinary actions, layoffs, discharges, terminations, participation in company activities, programs, or events, or any other terms, conditions, or privileges of employment.

Every supervisor, manager, member of Human Resources, and employee must follow and adhere to this policy.

A handwritten signature in black ink, appearing to read "Pedro F.", written over a horizontal line.

Pedro Fabregas
President and CEO

A handwritten signature in black ink, appearing to read "Regina Wadsworth", written over a horizontal line.

Regina Wadsworth
Vice President, People Services