

Affirmative Action/Equal Employment Opportunities

Purpose

Nutra Blend is dedicated to being a high-performing organization built on the foundation of a diverse and inclusive workforce, with individuals and teams working to blend a wide range of talents, experiences and perspectives in pursuit of shared purposes. A culture that strengthens this foundation is essential to unlock individual potential and build business success.

Scope

This policy applies to all Nutra Blend employees.

Policy

It is the policy of Nutra Blend, Inc. to provide equal employment opportunities for all employees and applicants and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, selection for training, appointments for advancement including upgrading and promotion, transfers, demotion, disciplinary action, and terminations including layoffs and recalls for all employees without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability which is unrelated to the ability to perform the essential functions of the position, veteran status, marital status, citizenship status, sexual orientation, gender identity or expression, pregnancy, genetic information, or status with regard to public assistance or other classes protected by federal, state or local law. As part of the Company's equal employment opportunity policy, Nutra Blend will also take Affirmative Action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, protected veterans, and qualified disabled persons are introduced into our workforce and considered for advancement opportunities.

Nutra Blend prohibits any and all types of discrimination against a qualified applicant or Employee on the basis of: (1) a current disability, (2) record of a prior disability, (3) being perceived or regarded as disabled, or (4) a relationship or association with someone with a disability. A qualified applicant or Employee is an individual who can perform the essential functions of the job in question, either with or without a reasonable accommodation.

If Nutra Blend is notified that a qualified individual with a disability requires a reasonable accommodation in order to participate in the application process, perform the essential functions of a job, or enjoy equal benefits and privileges of employment, Nutra Blend will work with that person to determine if a reasonable accommodation is available that would enable the person to perform the essential functions of the position while not imposing an undue hardship on the business.

Any employee who needs to request a reasonable accommodation can do so by reaching out to their Human Resources Representative.

Responsibilities

All employees are responsible for compliance with this policy.

- **All members of management** are accountable for promoting policy implementation through establishment of performance goals, hiring decisions, long range planning and development of divisional support and support of Affirmative Action and EEO goals.
- **Human Resources** is responsible for policy development, approval and updates, and provides the momentum for company-wide programs as well as Affirmative Action activities