

KODAK ALARIS EQUAL OPPORTUNITY EMPLOYMENT POLICY (EOE)

1.1 Equal Opportunity

The Company is committed to providing a work environment that is free from unlawful discrimination and harassment in any form. It is the Company's policy to comply with all applicable laws that provide equal opportunity in employment for all persons and to prohibit unlawful discrimination in employment. The Company's policy is not to discriminate by reason of race, color, religion, sex/gender, gender identity, sexual orientation, marital status, pregnancy, genetic information, citizenship status, national origin, age, disability, veteran status or any other status protected by applicable federal, state, or local law. In addition, in each country in which it operates, the Company will comply with all applicable laws prohibiting employment discrimination based on any other factor.

The Company will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. Persons with disabilities who are in need of accommodation are encouraged to discuss their needs with Human Resources.

This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

1.2 Policy Against Unlawful Discrimination/Harassment and Other Inappropriate or Unprofessional Conduct

1.2.1 Workplace Discrimination and Harassment

The Company insists that all individuals be treated with respect and dignity. Each individual should be able to work in a professional atmosphere that promotes teamwork and attainment of the Company's goals. Improper interference with the ability of the Company's employees to perform their expected job duties is unacceptable and unprofessional. The Company expressly prohibits any form of unlawful discrimination, unlawful harassment, and any other inappropriate or unprofessional conduct and will not tolerate, condone, or allow such conduct by fellow employees, supervisors, managers, customers, vendors, contractors, visitors, or others who conduct the Company's business. The Company's "work environment" extends to all Company facilities and any setting outside the workplace where individuals who work with or for the Company are gathered, such as business trips, customer-site visits, conferences, and social events.

Examples of prohibited conduct include but are not limited to: racially or ethnically offensive hostile or intimidating conduct either verbal or physical, conduct with racial or ethnic content or overtones which is severe, pervasive or persistent may be considered racial/ethnic harassment, assigning persons to an isolated or separate work area based on their race or ethnicity; basing overtime assignments on race or ethnicity and harassment that may target persons because of their color, religion, sexual orientation, gender, marital status, pregnancy, genetic information, citizenship status, national origin, age, disability, veteran status, or other factors.

1.2.2 Sexual Harassment

The purpose of this policy statement on sexual harassment is to establish clearly and unequivocally that the Company prohibits sexual harassment by and of its employees. No employee, either male or female, should be subjected to unsolicited or unwelcome sexual advances or conduct either verbal or physical.

“Sexual harassment” has been defined by government agencies and the courts as conduct which includes all unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct is sufficiently severe or pervasive to alter the conditions of employment and to create a hostile or abusive working environment.

Sexual harassment may take many forms, including, but not limited to: verbal teasing or abuse of a sexual nature; inquiries about sexual activities, sexual orientation and gender identity; subtle pressure or abuse of a sexual nature; inappropriate, unwelcome and unnecessary touching of an individual, for example, grabbing, patting, pinching, hugging, repeatedly brushing against another employee’s body or impeding the movement of another person; offensive sexual flirtation, advances, or propositioning, including suggestive looks or gestures; sexually graphic verbal commentaries or jokes made in any medium; sexually degrading words used to describe an individual; or the offensive display in the workplace of sexual or pornographic objects, pictures or writings.

1.2.3 Other Inappropriate or Unprofessional Conduct

The Company also prohibits conduct by or toward any employees, coworkers, supervisors, managers, customers, vendors, contractors, visitors, or others who conduct business with the Company that is inappropriate in a work environment or is considered unprofessional. Such conduct includes behaviors that improperly interfere with the ability of the Company's employees to perform their expected job duties.

1.2.4 Global Application of Policy

This policy applies in full force to all Company employees consistent with local laws and regulations. In addition, the Company requires strict adherence to the relevant anti-discrimination laws for each country and labor agreements in force.

Discrimination and harassment are a violation of the Company's corporate policy and, if encountered or witnessed, should be reported to one of the Company's authorized personnel. If you have a violation to report, or if you feel that you have been discriminated against, you should contact your supervisor or Human Resources.

1.2.5 Complaint Procedure

Employees should ***immediately*** report all incidents of discrimination, harassment (sexual or otherwise) or retaliation, regardless of the offender's identity or position. Such reports or complaints may be directed to the individual's supervisor, the store manager, or the owners. ***An employee is not required to report an incident of discrimination or harassment to an individual whom the employee believes has violated this policy.***

It shall be the responsibility of all Company employees to ensure that their behavior and environment are maintained free of discrimination or harassment. A supervisor or member of management who believes that he or she has witnessed conduct prohibited by this policy ***must*** immediately contact the Company's owners. Each supervisor shall have the responsibility to promote a non-threatening environment, which includes discussing this policy with all employees and assuring them that they are not required to endure insulting, degrading, or exploitative treatment.

All reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Depending upon the circumstances, the Company may request that written statements be provided.

1.2.6 Contractors and Vendors

Contractors, vendors and others who have a business relationship with the Company are responsible for the rules of conduct expressed in the Policy while doing business at or on behalf of the Company. This will require that all employees of Company suppliers are familiar with company policy. Failure to comply with Company policy could result in termination of future business.

Reasonable efforts will be made to maintain confidentiality, although the employee reporting such conduct must be aware that the Company will conduct an investigation with the person(s) alleged to be involved. All investigations regarding discrimination and/or harassment will be conducted with reasonable discretion but still allow the facts to be obtained.

Violations of this policy will be dealt with appropriately. Appropriate corrective action will be determined by the Company based upon all of the relevant facts and circumstances, and may include training, referral to counseling, written warning, suspension without pay or termination.

1.2.7 Retaliation

The Company encourages employees to report all perceived incidents of discrimination or harassment (sexual or otherwise) without fear of retaliation or reprisals. The Company will immediately investigate any complaint of retaliation.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action (without regard to the underlying facts related to the initial complaint). Acts of retaliation should be reported immediately and will be promptly investigated and addressed as a separate violation of this policy.