



Breaking Ground's Affirmative Action Policy

Excerpted from pages 1-2 of Breaking Ground's Employee Handbook
January 1, 2020

Section 1 - Governing Principles of Employment

1-1. Welcome Statement

For those of you who are commencing employment with Breaking Ground (or the "Organization"), welcome. We hope you will enjoy your work here. We are glad to have you with us.

For those who have been with us, thank you for your past and continued service.

1-2. Equal Employment Opportunity, Affirmative Action, and Diversity and Inclusion

Breaking Ground is an affirmative action and equal opportunity employer. Breaking Ground affirms its long-standing commitment to maintain a diverse workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives. It is the policy of Breaking Ground not merely to refrain from employment discrimination as required by federal, state, and local enactments, but to take positive affirmative action to realize for women, people of color, individuals with physical or mental disabilities and veterans full equal employment opportunity. It is also our goal to employ and advance in employment individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

It is our belief that an organization achieves this goal only through leadership and focused implementation of a results-oriented affirmative action plan and equal employment opportunity without regard to race, color, creed, religion, gender, gender identity, pregnancy, age, national origin, alienage or citizenship status, sexual orientation, marital status, partnership status, physical or mental disability, military status and any other personal characteristic protected by law. All applicants and employees will be free from discrimination in relation to pregnancy, childbirth and a related medical condition. In addition, New York law affords protection against discrimination in employment based on unemployment status, arrest or conviction records, status as a victim of a) domestic violence, b) stalking, and c) sex offenses.

These policies maintain and enhance workforce diversity and apply to all employee actions including staffing, compensation, promotion, transfer, demotion, social and recreational programs, layoffs, employee benefits, training and development, disciplinary actions, employment termination, and other general conditions of employment.

The Assistant Vice President of Human Resources has been appointed the role of the Equal Opportunity/Affirmative Action Officer and will audit, report, and evaluate activities which pertain to



our EEO and Affirmative Action objectives. Employees who need assistance in the clarification or resolution of EEO matters should contact their Supervisor or the Assistant Vice President of Human Resources during regular business hours. If the circumstances make reporting an issue to either of these individuals difficult, feel free to contact any member of management. Retaliation against any employee for making an EEO claim in good faith or participating in the investigation of a complaint is strictly prohibited and will not be tolerated. Anyone reporting such a violation in good faith will not be subjected to harassment, intimidation, threats, coercion or discrimination for such reporting.

On a strictly voluntary basis, Breaking Ground invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under Breaking Ground's Affirmative Action Program ("AAP") to identify themselves to their Supervisor or to the Human Resources department. Any individual who identifies themselves will not be subjected to any form of harassment or retaliation based on their status or self-identification. Further, this self-identification will be kept confidential. If you are interested in viewing the AAP for Employees with Disabilities and/or Protected Veterans, please contact the Human Resources department during regular working hours. For purposes of this policy protected veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans.

Breaking Ground will make a good faith effort to reasonably accommodate the physical and mental limitations of any employee or applicant for employment unless such accommodation would impose undue hardship on the conduct of the Organization.

The President and CEO of the Organization fully supports the AAP and directs all employees to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of Breaking Ground to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at Breaking Ground. Retaliation against any employee for making an EEO claim or participating in the investigation of a complaint is strictly prohibited and will not be tolerated. Employee complaints made in bad faith will be investigated and subject to possible disciplinary action, up to and including discharge.