



<b>Document ID #</b>	HR-POL5	<b>Revision:</b>	1	<b>Date:</b>	11/02/2023
<b>DOCUMENT NAME:</b> Equal Employment Opportunity Policy					

**Control:** Internal

**Reference Documents:**

TVS Employee Handbook  
Harassment, Discrimination, and Retaliation Prevention Policy

**Purpose:**

TVS SCS NA is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. TVS SCS NA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

**Scope:**

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between TVS SCS NA and its employees, including recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, and application of policies.

**Responsibilities:**

All TVS SCS NA Employees  
Management  
Human Resources

**Definitions:**

*Protected Classes:* The term “protected class” refers to groups of people who are legally protected from being harmed or harassed by laws, practices, and policies that discriminate against them due to a shared characteristic (e.g., race, gender, age, disability, or sexual orientation). These groups are protected by both U.S. federal and state laws.

**Policy:**

The Company is committed to Equal Employment Opportunity (“EEO”) and compliance with all federal law and applicable state and local laws that prohibit workplace discrimination, harassment, and retaliation.



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The Company strictly prohibits all discrimination or harassment on the basis of age, race, ancestry, color, national origin, ethnicity, alienage, religion or religious creed or belief, physical or mental disability (both actual and perceived), legally protected medical condition (including HIV/AIDS, sickle cell traits), genetic information, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity, gender expression, and transgender status), sexual orientation, marital or familial status, citizenship status, military or veteran 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.

Individuals with questions regarding this policy or who believe in good faith that they have been subjected to, witnessed, or otherwise learned of conduct prohibited by this policy by anyone, including supervisors, coworkers, suppliers, vendors, contingent workers, or customers, should immediately follow the Complaint Procedure outlined in the Harassment, Discrimination, and Retaliation Prevention policy.

**Record Retention:**

Record Number	Record Name	Storage Location	Retention	Disposal

**Training****Document Revision History:**

Date of Revision	Rev #	Description of Change	Reviewed by:	Approved by:
11/02	1	Controlled and Uploaded to FastWorks	Hope Molyneaux	Paula Novak