



## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM

It is the policy of Kaleo to afford equal opportunity for employment to all individuals regardless of their race, color, religion, sex, national origin, age, genetic information, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws. To ensure that this expectation is carried out, we will:

- A. Recruit, hire, train, and promote persons in all job classifications, without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws.
- B. Base all employment decisions so as to further the principles of equal employment opportunity.
- C. Ensure that promotion decisions are made in accordance with equal employment opportunity principles by imposing only valid requirements for promotional opportunities.
- D. Assure that all personnel actions, including but not limited to; compensation, benefits, transfers, layoffs, recall, training, and other terms and conditions of employment will be administered without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws.

Additionally, to carry out this commitment to our Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP), we have designated Elvira Cashel, Vice President of Human Resources, as our EEO/AAP Coordinator, who will have the responsibility to develop and thereafter maintain the necessary programs, records, and reports to comply with all government regulations and with the goals and objectives of our EEO/AAP Program.

The successful implementation of a nondiscriminatory employment program requires maximum cooperation between management and employees. Therefore, since equal employment opportunity is not only the law, but is also good business sense, it is expected that each employee will fully support this program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ronald D. Gunn".

Ronald Gunn  
President and CEO