

# Equal Opportunity/Affirmative Action

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PIRE is an Equal Opportunity and Affirmative Action Employer and it is our policy to comply with all Federal, State, and local affirmative action requirements. In an effort to promote affirmative action, PIRE has implemented a formal written company-wide plan. Human Resources staff frequently review this policy, measure progress against the stated objectives, and alert PIRE management of any necessary actions (if appropriate).

It is PIRE's policy to provide equal employment opportunities to all applicants and to provide equal employment and individual growth opportunities to all staff in accordance with applicable Federal and State laws and executive orders. PIRE hires, transfers, promotes, compensates, terminates, and makes all other employment decisions concerning applicants and staff without regard to their race, color, creed, religion, national origin, age, gender, marital status, physical, mental or other protected disability, genetic information and/or disposition, veteran status, sexual orientation, gender identity or other basis prohibited by law.

Employment actions are based upon PIRE's operating needs, project funding and resources as well as individual applicant or staff merit, including, but not limited to, qualifications, experience, ability, availability, cooperation, and job performance.

PIRE is committed to the elimination of barriers that restrict employment opportunities that are available to women, minorities, veterans and the disabled. We further recognize that equal employment opportunities may require affirmative steps to ensure the full utilization of people of all backgrounds who possess the best available skills. The CEO of PIRE, along with senior management, has overall responsibility for the development and implementation of this policy and the AAP. Human Resources has the primary responsibility and accountability for ensuring full compliance with the AAP. The Equal Employment Opportunity Officer, currently the Human Resources Director, has the authority, resources, support of and access to Executive Management necessary to ensure the effective development and implementation of the AAP. Senior management actively supports the program and provides assistance whenever it is needed, making the managers and supervisors aware of the program and requesting their cooperation and assistance. Both management and supervisory personnel share responsibility to see that this policy is administered equitably.

PIRE complies with Federal laws concerning immigrants and employment. PIRE employs only United States citizens and non-citizens who are authorized to work in the United States. The Institute hires on the basis of skills and qualifications and does not discriminate on the basis of citizenship or national origin.

Employees interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Protected Veterans should contact the Human Resources department during regular business hours. If you would like to be considered under our Affirmative Action Plan for Employees with Disabilities and/or Protected Veterans, please indicate this to your supervisor, or to Human Resources. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Information submitted will be kept confidential, except where indicated in the Act. 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.

Any questions about these policies or their application should be directed to Human Resources.