

## JACKSON DAWSON EMPLOYMENT PRACTICES

### EQUAL EMPLOYMENT OPPORTUNITY

Jackson Dawson is an equal opportunity employer committed to the principle of equal opportunity for all. This principle will be adhered to in order to ensure that equal employment opportunity is available to all persons, regardless of race, color, religion, sex, national origin, age, veteran status, marital status, pregnancy, genetic information, physical or mental disability or any other protected characteristic identified in applicable federal, state or local equal employment opportunity laws.

### HUMAN RIGHTS

It is a goal of Jackson Dawson to respect human rights in all of our activities. The Company will seek to neither cause nor contribute to adverse human rights impacts through our activities and will seek to timely address such impacts if and when they occur. Jackson Dawson employees must follow the Company's corporate policies and comply with national laws and regulations related to human rights.

#### Child Labor

The Company will not use child labor. In no event will the Company employ any person below the age of 15, unless this is pursuant to a government-authorized job training or apprenticeship program that would be clearly beneficial to the persons participating.

#### Forced Labor

The Company will not use forced labor in any form, and will not tolerate physically abusive disciplinary practices. The Company will not use or support human trafficking in its labor force.

### COMPENSATION

Jackson Dawson provides compensation and benefits to our employees that are competitive and comply with applicable federal, state, and local laws. The company will comply with laws regulating hours of work and overtime pay.

### HARASSMENT & DISCRIMINATION

Jackson Dawson strives to provide a professional work environment free of any type of harassment, including based on an employee's race, color, religion, sex, national origin, age, disability, or any other protected characteristic. Acts of harassment are prohibited.

## **SAFETY**

It is Jackson Dawson's policy to provide a safe and healthy work environment for every employee and to abide by accident prevention regulations set forth by federal, state and local governments. Jackson Dawson is sincerely interested in the safety and welfare of our workers. Accident prevention is essential in maintaining an efficient operation.

## **WORKPLACE VIOLENCE**

Jackson Dawson is committed to providing a safe and healthy workplace for all employees. Acts or threats of violence, including domestic violence, which occurs at or affects the workplace are unacceptable and will not be tolerated. All acts or threats of violence will be taken seriously and dealt with appropriately.

## **BRIBERY AND CORRUPTION**

Jackson Dawson will under no circumstances tolerate the giving or receiving of money, gifts, or favors to influence improperly the behavior of another individual, organization, government employee, politician, or government body in furtherance of a commercial or personal advantage. Bribery is never permitted, even in countries or regions where it may appear to be tolerated or condoned.

## **ENVIRONMENTAL SUSTAINABILITY**

Jackson Dawson supports programs related to environmental sustainability in the workplace. In that regard, we aspire to reduce our greenhouse gases emissions by:

- Reducing energy consumption associated with operating our offices
- Using electronic communication in lieu of print when appropriate, and feasible
- Adhering to recycling guidelines in the communities where we do business
- Encouraging our employees to embrace these environmental friendly behaviors