

### **Equal Employment Opportunity Policy**

Burton Center believes that all personnel are entitled to equal employment opportunities and does not discriminate against its employees or applicants on the basis of their race, creed, color, national origin, religion, age, sex, marital status, veteran status, disability, or any other characteristic protected by law.

Burton Center's policy of non-discrimination extends to all terms and conditions of employment including recruitment, selection, placement, training, compensation, benefits, promotions, transfers, and discharge.

As provided by law, Burton Center will seek to accommodate, where reasonable, a disabled employee when such accommodation will allow him/her to perform the essential functions of the job.

The responsibility of the administration and compliance of this policy has been delegated and communicated to all levels of management. Anyone who receives a complaint under this policy is expected to react to the complaint seriously and notify Human Resources immediately.