

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Reardon Associates provides equal opportunity in employment to all associates and applicants for employment. No person shall be discriminated against in employment because of race, religion, color, sex, handicap, age, disability or national origin, as defined by law. Our policy of non-discrimination applies to all phases of our association with you including hiring, promoting, layoff or dismissal, rates of pay or other forms of compensation, and selection for training.

HARASSMENT POLICY

Reardon Associates believes all associates have the right to work in an environment free from any type of discrimination, including sexual harassment.

Reardon Associates will not tolerate harassment in any form, including harassment because of race, religion, color, national origin, sex, age, handicap or disability. We are committed to adhering to all applicable Federal and State laws regarding harassment.

If you believe your are being harassed or witness an act of harassment, you should report the incident to the following people without fear of reprisal:

Dedham candidates: Johanne Gervais
 Vice President, Administrative Support Division
Burlington candidates: Diane Landry
 Division Manager

ALL COMPLAINTS WILL BE TAKEN SERIOUSLY AND TREATED WITH SENSITIVITY AND STRICT CONFIDENTIALITY.

Your signature below indicates you understand and have received a copy of these policies.

SIGNATURE _____ **Date** _____