

# Volvo Human Resources

## United States Policies & Procedures

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| <b>HR Center of Expertise:</b> | <b>Talent Management</b>                                    | <b>ORIGINAL ISSUE: 1/1/2006</b> |
| <b>SUBJECT:</b>                | <b>Equal Employment Opportunity/<br/>Affirmative Action</b> | <b>REVIEWED:</b>                |
| <b>POLICY #:</b>               | <b>TM-02</b>  | <b>REVISED: 12/9/2013</b>       |

**PURPOSE** To document the Company's position concerning Equal Employment Opportunity and Affirmative Action.

**SCOPE** This policy applies to all business associates and employees of the Company at all locations within the United States. The term "Company" shall refer to all U.S. Divisions/Business Areas.

This policy is valid unless it is prohibited by local law. In places where there are conflicts between our company policies and local law, the local law shall prevail. All legislation in conflict with this policy should be reported directly to Talent Management in the US HR Center of Expertise.

This policy should be used in close coordination with the following Volvo Group global policies:

- *Volvo Group - Corporate HR - Diversity and Inclusion Policy*
- *Volvo Group – Corporate HR - Recruitment Policy*

### **POLICY:**

#### ***Equal Employment Opportunity***

It is the policy of the Company to provide Equal Employment Opportunity to all qualified employees and qualified job applicants in accordance with the Civil Rights Act of 1964 and 1991, Executive Order 11246 (if applicable), Age Discrimination in Employment Act, Americans with Disabilities Act of 1990, and related laws, regulations, and executive orders in all personnel actions and decisions, including those relating to recruitment, evaluation, hiring, placement, promotion, upgrading, demotion, downgrading, transfer, rates of pay or other forms of compensation, benefits, Company sponsored training and apprenticeship, layoff, discipline, termination, education, tuition assistance, social and recreational programs, and all other terms and conditions of employment.

Additionally, the Company shall prohibit discrimination because of race, color, sex, gender, creed, religion, national origin, age, affectional or sexual orientation, gender identity or expression, marital status, disability, veteran status, citizenship status, genetic information or any other characteristic protected by federal or applicable state law.

It is also the Company's policy to promote Equal Employment Opportunity through a positive, continuing program of specific practices designed to ensure the full realization of Equal Employment Opportunity consistent with the above, and related laws, regulations, and executive orders.

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The success of this policy requires maximum cooperation between management and employees. In fulfilling its part in this cooperative effort, management will continue to establish, implement, and support appropriate procedures and practices to ensure equitable treatment. Employees are responsible to adhere to this policy, be familiar with the Company's commitment to equal opportunity, and to ensure compliance with this commitment.

#### ***Affirmative Action***

Any Division/Business Area that falls within the definition of a federal contractor shall require written Affirmative Action Plans (AAP's) at all locations which employ fifty (50) or more employees. Written AAP's will be developed and maintained on an annual basis to comply with all applicable laws, regulations, executive orders, and corporate guidelines.

#### ***Recruitment***

The Company considers applicants for employment on the basis of their qualifications for the job, and in a manner consistent with the Civil Rights Act of 1964 and 1991, Executive Order 11246 (if applicable), Age Discrimination in Employment Act, Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990, and related laws, regulations, and executive orders.

All employment advertising, soliciting and recruiting activities, including contacts with employment agencies, schools, colleges, and training institutions, will be directed to all qualified applicants in a manner consistent with the Company's Affirmative Action obligations (if applicable) under all applicable laws. The Company shall attempt to maintain communications with minority and women's organizations to encourage the referral of qualified minority and female applicants.

When utilizing media for recruitment purposes, employment advertisements shall include a notice that the Company is an Equal Opportunity Employer and contain no indication, either explicit or implied, of a preference for, or aversion to, any particular class of individual.

#### ***Promotion***

The Company shall award promotions on a basis which is not unlawfully discriminatory in violation of the Civil Rights Act of 1964 and 1991, Executive Order 11246 (if applicable), Age Discrimination in Employment Act, Americans with Disabilities Act of 1990, and related laws, regulations, and executive orders. Additionally, promotions shall be consistent with the Company's Affirmative Action obligations (if applicable).

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### *Compensation and Benefits*

Compensation and benefits shall be administered in accordance with approved wage, salary and group benefit administration practices, in compliance with the Civil Rights Act of 1964 and 1991, Executive Order 11246 (if applicable), Age Discrimination in Employment Act, Equal Pay Act, and related laws, regulations, and executive orders.

### *Policy Dissemination*

To ensure that all employees are cognizant of this policy and their individual responsibilities in carrying out this policy, appropriate notices shall be posted, informing employees that the Company is an Equal Opportunity Employer. Additionally, the Company's employment application form shall contain a notice informing employment applicants that discrimination because of race, color, sex, gender, creed, religion, national origin, age, affectional or sexual orientation, gender identity or expression, marital status, disability, veteran status, citizenship status, genetic information or any other characteristic protected by federal or applicable state law is prohibited.

### **NOTES:**

- 1) This policy does not confer any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment.
- 2) Although the term "Company" is used collectively for purposes of this policy, as defined in the scope, the employee's employment relationship remains exclusively with their Division/Business Area.
- 3) The provisions of this policy may be revised without prior notice. Revised policies will be posted as quickly as is practicable.
- 4) Any statement, whether written or oral, that conflicts with anything contained in this policy is not the policy of the Company and is not binding upon the Company.