 BETTER INVESTING™	Equal Employment Opportunity and ADA Policy
Human Resources	Approved by Board 8/5/2020

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1.0 Introduction

At BetterInvesting, we take pride in providing equal employment opportunities to everyone. Accordingly, the purpose of this policy is to reinforce our commitment to the creation and maintenance of a diverse workplace where equality, respect and consideration for one another are the norm.

2.0 Policy


BetterInvesting provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, height, weight, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including, but not limited to recruitment, hiring, placement, promotion, demotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

2.1 Americans with Disabilities Act

In accordance with the Americans with Disabilities Act (ADA), when a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, he or she will be given the same consideration for employment as any other applicant.

Beyond its legal obligations, BetterInvesting is committed to providing reasonable accommodations that will allow its employees with disabilities to contribute at the highest levels.

Qualified individuals with disabilities may make requests for reasonable accommodation to the Director of Shared Services. Upon receipt of an accommodation request, the Organization will engage the employee to discuss and

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identify potential accommodation(s) the Organization may make to help overcome the precise limitations of the disability. Employees requesting reasonable accommodations due to a disability may be required to provide documentation from a medical provider of the employee’s workplace limitations. The employee’s medical information will be maintained in a separate confidential file. Any information regarding the employee’s condition will only be made available on a need to know basis.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

2.2 Harassment/Retaliation

BetterInvesting expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.


The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

3.0 Compliance/Questions

We require all of our employees to comply with all aspects of this policy. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Operations and Shared

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Services. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Director of Operations and Shared Services.