



Commitment to Equal Employment Opportunity

Introduction

Element Fleet Management Corp., including its subsidiaries (collectively, "**Element** ") is committed to affirmative action and equal employment opportunity to all applicants and employees without regard to race, color, religion, genetic information, sex, gender identity, sexual orientation, age, marital status, family status, ancestry, national origin, citizenship, physical or mental disability, veteran status, military obligations or any other characteristic protected by federal, state and local laws. In addition, Element will provide reasonable accommodations to applicants and employees with known disabilities in accordance with applicable laws.

Element recognizes that the effective application of a policy involves more than just a policy statement and will, therefore, implement its Affirmative Action Plan (AAP) to reaffirm the Company's commitment to this effort. Equal opportunities are available within Element on the basis of individual merit. Element encourages employees to seek opportunities and pursue advancement possibilities.

Scope

This policy relates to all terms and conditions of employment including, but not limited to, recruitment, testing, job selection, job assignments, working conditions, scheduling, wage and salary administration, benefits, training and development, promotion, transfer and termination.

As part of its commitment to providing equal employment opportunities for all applicants and employees, Element encourages individuals to discuss questions and concerns affecting their employment with management or other appropriate individuals. To address individual concerns involving possible violations of this policy, Element utilizes the internal EEO complaint procedure outlined below.

Complaint Procedure

Any employee who believes that they have been subjected to conduct that violates this policy or who has witnessed conduct that violates this policy, should immediately report the incident to their leader or any other member of management, or to the Human Resources Department.

Any leader who receives a complaint or who observes conduct which violates this policy, must immediately inform the Human Resources Department so that a prompt investigation and/or appropriate remedial action may be initiated.

Element employees or other individuals who make good-faith reports of alleged violations of this Policy will not be subject to retaliation for submitting a complaint. Similarly, employees who participate in an investigation, compliance evaluation, hearing, or any other activity related to the administration of EEO and affirmative action, including but not limited to, provisions of section 503, VEVRAA, or any other Federal, state, provincial or local law will not be subjected to retaliation for participating or providing any information in good faith. Any person who believes they have been subject to retaliation should promptly report the behavior to their leader or the Human Resources Department.

Definitions

Equal Employment Opportunity (EEO): Element's commitment to providing Equal Employment Opportunity ("EEO") to all applicants and employees without regard to race, color, religion, genetic information, sex, gender identity, sexual orientation, age, marital status, national origin, citizenship,

physical or mental disability, veteran status, military obligation, or any other legally protected status. In addition, Element will provide reasonable accommodations to applicants and employees with known disabilities in accordance with applicable laws.

Affirmative Action Plan (AAP): An Affirmative Action Plan has been developed in accordance with and in reliance upon federal regulations on Affirmative Action. Affirmative Action is a government mandated program to promote equal employment opportunity, take actions to ensure non-discrimination in all employment decisions and practices and remove barriers to success in the workplace.

AAP

Element's AAP has full support from the leadership team and Element has implemented an audit and reporting system to measure its effectiveness, to identify and address the need for remedial action if necessary, and to determine the degree to which Element's overall objectives have been attained.

Should there be any questions regarding equal employment opportunity or affirmative action, Employees can log an Ask HR ticket or contact their HRBP. As an applicant, If you would like to review the AAP, please complete the [applicant request form](#) and we will review within 5 business days.

Administration

These guidelines are administered by Human Resources. They are regularly reviewed and may be updated at any time.

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