

# U.S. Employee Handbook

## Equal Employment Opportunity/Affirmative Action

### Policy

It is, and will continue to be, the policy of CDM Smith to provide equal employment opportunity to all employees and candidates for employment. The firm will assure that qualified applicants who are recruited and hired, and employees at all levels, are not discriminated against because of their race, color, religion, creed, sex, pregnancy and pregnancy related conditions, sexual orientation, gender identity, national origin, age, marital status, disability, veteran status, citizenship status, genetics or any other characteristic protected by applicable law. CDM Smith will continue to promote the full realization of equal employment through a positive continuing program.

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4.1

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CDM Smith's employment decisions are based only on job-related criteria. Equal opportunity and equal consideration will be afforded to all applicants and employees in personnel actions, which include recruiting and hiring, training, promotion, transfer, termination, all compensation practices, benefits or social activities and programs. It is our intention, in the implementation of this policy, to provide full employment opportunities for qualified members of minority groups, women, those with a disability, and all covered veterans, and to provide opportunities at all job levels through upgrading and recruiting actions.

Furthermore, it is our policy to coordinate the affirmative action programs directed at seeking qualified personnel from minority groups, women's groups, organizations of and for disabled persons, and organizations for all covered veterans for employment with the firm, and also to provide encouragement and direction to our staff to advance within the limits of each individual's capabilities. CDM Smith considers the attainment of equal employment opportunity for all as a major corporate objective and expects the active and effective support of every employee.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint; assisting or participating in an investigation, compliance review or hearing; opposing any act or practice made unlawful; or exercising any other right protected by Section 503 of the U.S. Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

If you have any questions or concerns regarding this policy or CDM Smith's compliance with it, you may contact Corporate Human Resources at 800 243-2677. The Manager of Affirmative Action/EEO Programs has been designated equal employment opportunity officer for CDM Smith and its subsidiaries and will monitor CDM Smith's Affirmative Action Program. The Manager of Affirmative Action/EEO Programs will update the Chief Human Resources Officer who has overall responsibility for the program and who reports to the Chief Executive Officer on its success.

## Applies To

This policy applies to all CDM Smith U.S.-based employees and qualified applicants for U.S. positions.