

TITLE: Equal Employment Opportunity

PURPOSE: To state and reaffirm the policy and position of RTI SURGICAL, Inc. (RTI) regarding nondiscrimination in all matters relating to employment throughout the organization.

POLICY: RTI SURGICAL believes that all people are entitled to equal employment opportunities. RTI SURGICAL does not discriminate against its employees or applicants for employment because of race, religion, color, national origin, age, sex, marital status, sexual orientation, gender identity and expression, pregnancy or status as a military veteran. RTI Surgical does not discriminate against employees or applicants because of genetic information. RTI prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information. RTI SURGICAL does not discriminate against its employees or applicants for employment who have disabilities, provided they are qualified, and they can perform the essential functions of the job in question (with or without reasonable accommodation). RTI does not discriminate against applicants or employees because he/she has a mental or physical disability, had a disability in the past, or is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he does not have such an impairment).

PROCEDURE:

A. RTI's policy of nondiscrimination prevails throughout every aspect of the employment relationship including, but not limited to:

Recruitment	Compensation	Corrective Action
Selection	Promotion	Termination
Placement	Transfer	Benefits
Training	Reduction in Force	

B. RTI SURGICAL will:

1. Notify all recruitment sources of our Equal Employment Opportunity Policy;
2. Include the phrase, "An Equal Opportunity Employer" in all employment advertising;
3. Include an Equal Opportunity clause in all purchase orders and subcontracts;
 - a. Applicable laws relating to Equal Employment Opportunity. Supplier certifies that it is aware of the requirements of the Equal Employment Opportunity clause in Section 202, paragraphs 1 through 7 of the Executive Order 11246, as amended, and the portions of Executive Orders 11701 and 11758 as applicable to Equal Employment Opportunity.
 - b. The provisions of Executive Order 11246, as amended and with all Rules and regulations implementing the Executive Order and the portions of Executive Orders 11701 and 11758 as applicable to Equal Employment Opportunity. Said Executive Order and all rules and regulations implementing same are by this reference incorporated herein as if set out in their entirety.
 - c. The provisions of the American with Disabilities Act (ADA) and with all rules and regulations implementing such Acts. Said Acts and all rules and regulations implementing same are by this reference incorporated herein as if set out in their entirety.
4. Maintain common facilities, such as locker rooms, rest rooms, and eating facilities on a nondiscriminatory basis; and
5. Use employment applications and screening techniques that search for valid indicators of job performance.

POLICY NUMBER: C-1-13
CATEGORY: Working Relationships
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EFFECTIVE DATE: March 2001
LATEST REVISION DATE: December 2013

- C. The Executive Director of Human Resources and Organizational Development is responsible for ensuring that all phases of Human Resources administration at RTI SURGICAL comply with this policy. Problems or concerns related to Equal Employment Opportunity should be brought to the attention of the Human Resources Executive Director, or other designated Human Resources management

Approved By:

Lyle Luedeman
VP Human Resources