



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

NON-DISCRIMINATION EMPLOYMENT AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Savings Bank of Mendocino County (SBMC) reaffirms its belief and commitment to equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

SBMC has developed and maintained written Non-Discrimination Employment (NDE) Reports. The company's Chief Executive Officer supports the NDE program and urges each employee to commit to carrying out the intent of this policy. SBMC maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates. The EEO Administrator oversees the NDE program development, modification, implementation, effectiveness, and reporting requirements, and conducts management updates. SBMC invites any applicant and/or employee to review the company's written NDE report. This plan is available for inspection upon request during normal business hours in the Human Resources Department.

As part of the SBMC's commitment to this overall process, it will ensure all aspects of employment, including recruitment, selection, job assignment, training, compensation, benefits, discipline, promotion, transfer, layoff, and termination processes remain free of illegal discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, disability (as defined under Section 503 of the Rehabilitation Act of 1973), protected veteran status (as defined under Vietnam Era Veterans' Readjustment Assistance Act of 1974), or a person's relationship or association with a protected veteran, including spouses and other family members. SBMC ensures all employment decisions are based only on valid job requirements. Regular reviews help ensure compliance with this policy.

SBMC will ensure employees and applicants shall not be subjected to harassment due to their status described above, or any harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities; (1) filing a complaint with the company or with federal, state, or local agencies regarding status covered under this NDE report, (2) assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or nondiscrimination statute pertaining to the status covered under this NDE report; (3) opposing any act or practice made unlawful by section 503 and/or VEVRAA, and (4) exercising any other right protected by section 503 and/or VEVRAA or its implementing regulations in this part.