

POLICY NO. GP-2 EQUAL OPPORTUNITY POLICY

Donley's is an equal opportunity employer. It is the Company's policy that equal job opportunities, including hiring, promotion, demotion, layoffs, and termination, and terms and conditions of employment shall be afforded to all qualified individuals without regard to race, creed, color, sex (including pregnancy), sexual orientation, gender identification, gender transition, genetic information, national origin, age (40 and older), disability or handicap, or status as a veteran. Further, it is the policy of this Company to support and abide by all laws assuring equal terms and conditions of employment for all qualified persons. Donley's strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender individual), age (40), physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All Donley's employees, other workers and representatives are prohibited from engaging in unlawful discrimination.

Donley's complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, Donley's will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the HR Department. Donley's will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

This policy is applicable to all matters relating to recruitment, hiring, training, promotion, transferring, discipline, termination of employment, and any other terms and conditions of employment.

If you have any questions regarding Donley's equal opportunity statement and/or policy, please contact the HR Department at the following address and phone number:

HR Department
5430 Warner Road
Cleveland, Ohio 44125
Tel: (216) 524-6800