




Policy - Equal Employment Opportunity & Anti-Discrimination

1. Document Control

Name:	Title:	Equal Employment Opportunity & Anti-Discrimination Policy					
Dept Owner:	Human Resources	Sensitivity:	Internal				
Apply to:	Region: 	Division: All	Function:	All			
Rev No	Change Date	Change Description	Revision History	Originator	Approved By:	Approval Date	MOC No
1	16-Nov-17	Revise format: Equal Employment Opportunity & Anti-Discrimination Policy		M. Hickey	B. Kosich	17-Nov-17	DMOC-0371

1. Purpose

The purpose of this Equal Employment Opportunity & Anti-Discrimination Policy is to provide uniform guidelines regarding employment.

2. Scope

This policy applies to all regular full-time and regular part-time employees of Savanna Energy Services (U.S.A.) Corp. and its subsidiaries, ("Savanna").

3. Policy Statements

Savanna Energy Services USA Corp and its subsidiaries, ("Savanna"), provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics or any other status or condition protected by applicable federal, state, or local laws except where a bona fide occupational qualification applies. In addition to federal law requirements, Savanna complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and all other terms, conditions and privileges of employment.

Savanna expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Savanna's employees to perform their job duties may result in discipline up to and including discharge.



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Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Company is committed to providing a reasonable accommodation to the known physical or mental limitations of such individuals so they can perform the essential functions of a job, unless the accommodation would create an undue hardship. The Company encourages individuals with disabilities to come forward and request reasonable accommodations.

If you believe that you need an accommodation to perform the essential functions of your job under the ADA, have any questions regarding this policy, or believe that you have been discriminated against based on a disability, you should immediately notify your Human Resources manager.

Complaints or Concerns

Savanna encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting discrimination or for participating in an investigation of a claim of discrimination is prohibited. Like discrimination itself, such retaliation will be subject to disciplinary action up to and including discharge. Acts of retaliation should be reported immediately to a Human Resources representative and will be promptly investigated and addressed.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.