
**REAFFIRMATION OF THE EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION POLICY**

The Research Foundation for Mental Hygiene, Inc. is committed to the fundamental principle of maintaining employment policies and practices which are fair to all employees and applicants. It is also recognized that in a strong and effective organization such as ours, good management and compliance with applicable laws are mutually complementary.

It is the policy of the Research Foundation for Mental Hygiene, Inc. to comply with applicable federal and state regulations and guidelines which guarantee equal employment opportunity to all applicants and employees without regard to race, color, sex, age, religion, marital status, sexual orientation, national origin, disability, or veteran status. Further, the Company will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to any of the above characteristics. This policy shall apply to promotions, demotions, transfers, recruitment, layoff, termination, compensation and training and all other terms and conditions of employment.

While equal employment opportunity/affirmative action is everyone's responsibility, Theresa Conlin, Director of Human Resources, has been assigned overall responsibility for the Company's equal opportunity/affirmative action programs, and has been designated as the Company's Affirmative Action Administrator.

The Company's policy includes, without limitation, the following commitments:

- A. To provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, marital status, sexual orientation, sex, national origin, age, disability or veteran status.
- B. To identify and analyze all areas of its employment process so as to further the principles of equal employment opportunity. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment. Specific examples include:
 - 1. Recruitment and Selection - The recruitment and hiring of all personnel is accomplished without discrimination against any individual with regard to race, color, religion, sex, marital status, sexual orientation, national origin, age, disability or veteran status. The Company will continue to contact known sources of potential minority and women applicants so as to maximize the participation of such applicants.
 - 2. Terminations - Should reductions in the Company's workforce become necessary, they will be based on nondiscriminatory factors. The Company will review the personnel files of those persons affected to ensure that such factors have been utilized, and will make every good faith effort to ensure that minorities and women are treated in a nondiscriminatory manner with respect to termination.
- C. To administer personnel actions in areas such as compensation, benefits, Company-sponsored training, education, and social and recreational programs to ensure that women and minorities are not discriminated against.
- D. To administer the Company's employee benefit plans, including but not limited to, retirement, pension, disability and insurance benefits, in a nondiscriminatory manner consistent with equal employment opportunity.
- E. The Affirmative Action Administrator will meet periodically with appropriate management personnel to review progress made and to develop alternative approaches to affirmative action, should they be required. The Affirmative Action Plan in its entirety will be reviewed and updated annually.

Robert E. Burke
Managing Director