



DATE OF ISSUE/REVISED

January 7, 2000  
Revised March 23, 2016

SUBJECT

**Equal Employment Opportunity and  
Affirmative Action**

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**1.0 PURPOSE**

To communicate Aramark's commitment to ensure equal employment opportunity -- the right of all persons to work and to advance on the basis of merit.

**2.0 SCOPE**

This Policy applies to the application process and employment of all associates of Aramark Corporation and its subsidiaries and affiliates (hereinafter "Aramark").

**3.0 RESPONSIBILITY**

It is the fundamental responsibility of every management associate of Aramark to ensure that all employment-related activities are conducted in accordance with this Policy. In addition, Aramark business groups may designate their own Departments with responsibility for compliance with and implementation of this Policy, such as myHR.

**4.0 POLICY/PROCESS**

**4.1 Equal Employment Opportunity**

It is the policy of Aramark to recruit, hire, train, promote, transfer and terminate persons without regard to race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status (specifically status as a disabled veteran, recently separated veteran, armed forces service medal veteran, or active duty wartime or campaign badge veteran) or other classification protected by applicable federal, state or local law. In addition, Aramark will ensure that all other personnel actions such as compensation, benefits, lay-off, return from lay-off, company-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status (specifically status as a disabled veteran, recently separated veteran, armed forces service medal veteran, or active duty wartime or campaign badge veteran) or other classification protected by applicable federal, state or local law.

**4.2 Veterans and Individuals with Disabilities**

Associates and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in:

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<p>(1) Filing a complaint or assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (“Section 503”), the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (“VEVRAA”), or any other applicable federal, state or local law requiring equal opportunity for individuals with disabilities, disabled veterans, recently separated veterans, armed forces service medal veterans, or active duty wartime or campaign badge veterans;</p> <p>(2) Opposing any act or practice made unlawful by Section 503 or VEVRAA and their implementing regulations, or any other applicable federal, state or local law requiring equal opportunity for individuals with disabilities, disabled veterans, recently separated veterans, armed forces service medal veterans, or active duty wartime or campaign badge veterans; or</p> <p>(3) Exercising any other right protected by Section 503 or VEVRAA or their implementing regulations.</p> <p><b>4.3 Anti-Harassment</b></p> <p>This Policy also prohibits conduct addressed in Aramark’s Policy Against Sexual Harassment &amp; Other Workplace Harassment.</p> <p><b>4.4 Affirmative Action</b></p> <p>(1) Fundamental to this Policy is the expectation that all personnel decisions will be made on the basis of qualifications, experience and job performance. To ensure that qualified individuals have an opportunity to be considered when personnel decisions are made, Aramark actively recruits for employment and promotion members of those groups in society who have traditionally experienced discrimination or who have been excluded from the workforce. Consistent with its obligations as a federal government contractor, it is Aramark’s policy to take affirmative action to ensure that minority group members, women, veterans, and individuals with disabilities are utilized in all levels of the workforce.</p> <p>(2) Recognizing that equal employment opportunity can best be achieved through demonstrated leadership and aggressive implementation of a viable Affirmative Action program, Aramark’s policy is to maintain Affirmative Action Plans that set forth the specific affirmative action and equal employment opportunity responsibilities for its officers, managers, and supervisors in accordance with the laws applicable to federal government contractors. These management associates, with the assistance of certain designated Departments, such as myHR, are expected to make reasonable efforts to carry out their affirmative action responsibilities to ensure that equal employment opportunity is available to all.</p>	

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<p data-bbox="272 247 505 279"><b>4.5 Complaints</b></p> <p data-bbox="370 317 1461 489"><b>COMPLAINTS REGARDING VIOLATIONS OF THIS POLICY SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR. IF THIS IS NOT APPROPRIATE, THE COMPLAINT SHOULD BE MADE TO THE NEXT LEVEL OF MANAGEMENT OR, IN THE ALTERNATIVE, TO YOUR LOCAL, REGIONAL, OR BUSINESS UNIT HUMAN RESOURCES PROFESSIONAL. IF THIS TOO IS INAPPROPRIATE, THEN THE COMPLAINT SHOULD BE REPORTED TO myHR.</b></p> <p data-bbox="370 531 1456 632"><b>TO REACH myHR FOR ARAMARK FOOD &amp; SUPPORT SERVICES, CALL 1-844-441-6947. TO REACH THE EMPLOYMENT RELATIONS DEPARTMENT FOR ARAMARK UNIFORM SERVICES, CALL 1-818-973-3704.</b></p> <p data-bbox="370 674 1448 741"><b>ASSOCIATES MAY ALSO REPORT COMPLAINTS BY CALLING THE EMPLOYEE HOTLINE AT 1-877-224-0411 OR ONLINE AT <a href="http://www.aramarkhotline.com">www.aramarkhotline.com</a>.</b></p> <p data-bbox="370 783 1474 917">Any supervisor, manager, or Human Resources professional receiving a complaint regarding a violation of this Policy must immediately contact his/her immediate supervisor and/or next level HR professional. Failure to do so may result in disciplinary action, up to and including dismissal.</p> <p data-bbox="272 959 594 991"><b>4.6 Responsive Action</b></p> <p data-bbox="370 1033 1474 1131">All complaints will be handled in a timely manner. Confidentiality will be maintained throughout the investigation to the extent permissible by law and to the extent this does not interfere with Aramark’s ability to investigate or to take appropriate corrective action.</p> <p data-bbox="370 1173 1456 1272">Any supervisor, manager or Human Resources professional who receives a complaint under this Policy and fails to notify the proper parties or take corrective action pursuant to this Policy will be subject to disciplinary action, up to and including dismissal.</p> <p data-bbox="370 1314 1471 1381">Any associate who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including dismissal.</p> <p data-bbox="272 1423 505 1455"><b>4.7 Retaliation</b></p> <p data-bbox="370 1497 1463 1631">Intimidation, coercion, threats, retaliation or discrimination against any associate (or other person) for making a complaint under this Policy, assisting in an investigation, or reporting a violation of this Policy is prohibited. Anyone engaging in retaliation will be subject to disciplinary action, up to and including dismissal.</p> <p data-bbox="180 1673 1006 1772"><b><u>Other related material:</u></b>  <b>Business Conduct Policy</b>  <b>Policy Against Sexual Harassment and Other Workplace Harassment</b></p>	