

# SAN JOSE WATER COMPANY

## EQUAL OPPORTUNITY EMPLOYER

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San Jose Water Company is an equal opportunity employer and is committed to compliance with all applicable laws providing equal employment opportunities. San Jose Water Company policy prohibits unlawful discrimination based on race, color, religious creed, religious belief or grooming, sex, gender, gender identity, gender expression, marital/domestic partner status, age, national origin, citizenship, ancestry, physical or mental disability, medical condition, pregnancy, genetic information or characteristics (or those of a family member), sexual orientation, military and veteran status, status as a victim of domestic violence, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, San Jose Water Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. San Jose Water Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. San Jose Water Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, San Jose Water Company will make the accommodation.

San Jose Water Company also will endeavor to reasonably accommodate the religious beliefs of our employees to the extent such accommodation does not pose an undue hardship on the operation of our business. Any applicant or employee who requires an accommodation to perform his or her job duties because of a religious belief should contact Human Resources and request such accommodation.

If you believe you have been subjected to any form of unlawful discrimination, please notify your supervisor and/or the Human Resources Department as soon as possible. San Jose Water Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If San Jose Water Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination.

San Jose Water Company will not retaliate against an individual who reports incidents that he/she, in good faith, believes to be in violation of this policy, or who is involved in the investigation of discrimination or harassment. San Jose Water Company's anti-retaliation policy also prohibits retaliation against any individual who request an accommodation for his or her disability or religious belief, regardless of whether the accommodation was actually granted. Any individual who experiences, witnesses, or becomes aware of any conduct they believe to be retaliatory should immediately contact a supervisor or Human Resources.