

APPROVAL:   
KEN HAAS

**EQUAL EMPLOYMENT OPPORTUNITY**

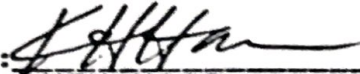
- F. IntelliCorp will display Equal Opportunity materials in compliance with requirements of the various Federal, State, and local laws.
- G. Responsibilities:
  - 1. The Human Resources Director in IntelliCorp's Director of Equal Opportunity Programs and is responsible for the administration of this Policy.
  - 2. Vice Presidents, directors, and managers will be required to understand the plan of action and make good faith efforts to achieve affirmative action goals and objectives.
  - 3. All managers, supervisors, and employees are responsible for maintaining a discrimination-free and harassment-free work environment.
  - 4. Employees who are aware of a violation of any of these policies should report the circumstances to their manager or the Human Resources Department.

B. All employees...  
C. It is the policy of IntelliCorp to take affirmative action steps to recruit, hire, and advance qualified persons from each ethnic group and sex, as well as qualified handicapped individuals and qualified disabled and veteran...  
D. Qualified handicapped individuals or qualified disabled and veteran are veterans who would like to be considered under the Affirmative Action Program may identify themselves to the company.  
E. No employee shall harass any other employee on the basis of race, religion, sex, national origin, age, handicap, marital status, marital status, or sexual orientation. Sexual Harassment includes verbal, physical, and visual forms of harassment.

*Intelli Corp*

POLICY # 1.1.02Rev 1  
EFFECTIVE DATE: June 1, 1989

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## POLICY

### EQUAL EMPLOYMENT OPPORTUNITY

#### PHILOSOPHY

It is IntelliCorp's philosophy of employment to select, retain and advance qualified persons who will contribute to the success of the company and thus of all employees as a group. This policy affirms our positive actions in the employment process and communicates to all employees IntelliCorp's commitment to equal employment opportunities.

#### SCOPE

This policy applies to all employees of IntelliCorp.

#### POLICY

- A. It is the policy of IntelliCorp to provide equal opportunity to all employees and applicants without regard to race, religion, sex, national origin, age, handicap, veteran status, marital status, or sexual orientation. This policy applies to all areas of employment including recruitment, hiring, company-sponsored training, promotion, compensation, benefits, transfers, education, tuition assistance, lay-offs, return from lay-offs, as well as social and recreational programs.
- B. All employment decisions will be based solely upon an individual's capacity to perform the job for which application is made.
- C. It is the policy of IntelliCorp to take affirmative action steps to attract, retain, and advance qualified persons from each ethnic group and sex, as well as qualified handicapped individuals and qualified disabled and Vietnam era veterans.

*IntelliCorp*

**MEMORANDUM**

**TO:** IntelliCorp  
**FROM:** Wally Breitman *Wally Breitman*  
**SUBJECT:** Adding "Sexual Orientation" to the EEO Policy  
**DATE:** June 12, 1989

At the request of several employees and after management review, we have decided to add the words "sexual orientation" to the IntelliCorp Equal Employment Opportunity Policy. This change is reflected in the first sentence of POLICY, Paragraph A, and the first sentence of Paragraph E, as follows:

"It is the policy of IntelliCorp to provide equal opportunity to all employees and applicants without regard to race, religion, sex, national origin, age, handicap, veterans status, marital status, or sexual orientation. ... "

"No employee shall harass any other employee on the basis of race, religion, sex, national origin, age, handicap, veterans status, marital status, or sexual orientation. ..."

Attached for your information is a revised copy of the IntelliCorp EEO Policy. Copies will be posted on the appropriate bulletin boards.

This policy revision reflects our continuing commitment to maintaining a discrimination-free and harassment-free work environment.

As the individual responsible for administering IntelliCorp's EEO Policy, I welcome your comments and suggestions.

Thank you.