



Insitu Policy on Equal Employment Opportunity and Affirmative Action

Insitu is committed to providing a workplace free of discrimination, harassment and retaliation. Insitu is also a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA") and Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"). As such, Insitu is committed to taking affirmative steps to promote the employment and advancement of minorities, women, persons with disabilities, and protected veterans. Insitu has developed and implemented Affirmative Action programs to further support its commitment to the principle of equal employment opportunity. Insitu provides reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the company's business.

At a minimum, Insitu expects all of its employees to comply with the principles and spirit of our Equal Employment Opportunity (EEO) and Affirmative Action commitments. To ensure these principles are fully understood and applied with consistency throughout our global enterprise, Insitu adopted POL-5, Advancing the Insitu Vision. This policy which applies to applicants as well as employees, mandates that all terms and conditions of employment (including recruiting, training, hiring, transfers, promotions, terminations, compensation, and benefits in all job titles) be administered without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, or military/veteran status. Discrimination against or intimidation of any person based on any of these factors is strictly prohibited.

Employees and applicants shall not be subjected to discrimination, harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

- Filing a complaint.
- 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), or its implementing regulations, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, or its implementing regulations, or any other federal, state, or local law requiring equal opportunity for individuals with disabilities or protected veterans.
- Opposing any act or practice made unlawful by Section 503, VEVRAA, their implementing regulations, or any other federal, state, or local law requiring equal opportunity for individuals with disabilities or protected veterans.
- Exercising any other right protected by Section 503, VEVRAA, or their implementing regulations.

Insitu expects all leaders to comply with the company's EEO and Affirmative Action policies. Leaders are required to understand POL-5 and immediately report any discrimination issues that arise. All complaints will be thoroughly investigated and appropriate corrective action—up to and including discharge—will be taken where indicated. Retaliation or harassment against any employee (or applicant) involved in the filing, investigation, or resolution of a discrimination complaint will not be tolerated.

Insitu's Human Resources department has oversight of the development and implementation of the company's EEO and Affirmative Action programs. This responsibility includes ensuring the implementation of affirmative action program activities, monitoring progress and taking steps to ensure success. Insitu's AA program for individuals with disabilities and covered veterans is available for review by any employee or applicant for employment upon request, which may be made by emailing Talent@Insitu.com.

If you have questions about these policies and their implementation, or believe that the company's Equal Employment Opportunity and Affirmative Action policies have been violated, you should immediately contact a manager, or Human Resources representative. You may also call the Ethics Line at - 1-888-970-7171.

Pay Transparency Policy Statement

Insitu will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the company, or (c) consistent with the company's legal duty to furnish information.

Maintaining an Environment Free from Workplace and Sexual Harassment

Insitu is committed to creating a harassment-free work environment to ensure all Insitu employees work in an atmosphere free of abuse or intimidation.

Insitu has established policies and procedures mandating a work environment free from discrimination and harassment (POL-5 and PROC-24). These policies prohibit harassment including sexual or sex (gender) – based harassment or discrimination based on the race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability, genetic factors, or military/veteran status of employees or applicants.

Discrimination or harassment based on any of the above factors is prohibited, as is retaliation against a person who has made a complaint or given information regarding possible violations of these policies. Harassment can include offensive language, graffiti, slurs, jokes, threats or intimidation directed toward members of a particular group. Sexual harassment—which is one type of harassment—can include inappropriate touching, unwelcomed sexual advances, provocative posters and pictures, and e-mail jokes or pictures with gender-based content. Employees who engage in behavior that violates these policies will be subject to corrective action, up to and including discharge.

Every employee is responsible for maintaining a harassment-free work environment. Employees are expected and encouraged to immediately report any possible violations of these policies or complaints of discrimination to a manager, Human Resources representative or the Ethics Line at 1-888-970-7171.

All complaints regarding violations of these policies will be thoroughly investigated, and appropriate corrective action will be taken. Retaliation for filing a complaint or cooperating with an investigation is strictly prohibited and will not be tolerated. All leaders are required to support our commitment to a harassment-free work environment by preventing and addressing discrimination and harassment. Leaders should understand and communicate Insitu policies and procedures, identify potential problems, and implement effective corrective action when indicated.