



Equal Employment Opportunity/Affirmative Action Policy

It is the policy of Avidity Science, LLC. to provide equal employment opportunity to all individuals regardless of their race, creed, color, religion, gender, age, national origin, disability, veteran status, genetic information or any other characteristic protected by federal, state or local law. We are strongly committed to this policy and believe in the concept and spirit of the law.

Avidity Science, LLC. is committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment-related programs are provided fairly to all persons on an equal opportunity basis without regard to race, creed, color, religion, gender, age, national origin, disability, veteran status, genetic information, or any other characteristic protected by law;
- Employment decisions are based on the principles of equal opportunity and affirmative actions;
- All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to race, creed, color, religion, gender, national origin, disability, veteran status, genetic information, or any other characteristic protected by law, and;
- Employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have exercised any right protected by law.

Avidity Science, LLC. believes in and practices equal opportunity and affirmative actions. Cindy Wishau, serves as the Equal Opportunity Coordinator for Avidity Science, LLC., and has overall responsibility for assuring compliance with this Policy. All employees are responsible for supporting the concept of equal opportunity and affirmative action and assisting Avidity Science, LLC., in meeting its objectives.

Avidity Science, LLC. maintains Affirmative Action Plans for minorities, females, disabled individuals and veterans. Any questions regarding these Plans should be directed to Cindy Wishau

Sexual Harassment Policy

Avidity Science, LLC. endorses the principle that all employees should be able to work in an environment free from verbal or physical harassment, which is sexual in nature. Our company does not condone sexual harassment.

To ensure that all of us enjoy a harassment-free workplace, Avidity Science, LLC. prohibits any offensive physical, written, or spoken conduct of a sexual nature. Sexual harassment is a serious offense and anyone engaging in sexual harassment will be subject to discipline, up to and including discharge. Prohibited conduct may include, but is not limited to:

- Sexual slurs; unwelcome sexual advances or touching; sexual comments or jokes.
- Sexual favors used as a condition of employment or as a basis for any personnel decisions.
- Any display or circulation of sexually explicit written materials or otherwise offensive posters, calendars or material.
- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressures for dates.

The very nature of harassment makes it difficult to detect unless the problem is reported. Any employee who has witnessed or been subject to any harassment should report the incident to his or her supervisor, to Cindy Wishau or Doug Lohse, or any other member of management the employee feels comfortable with.

Complaints will be promptly and thoroughly investigated. The Director, Human Resources will be responsible for ensuring such complaints are thoroughly investigated and recommending appropriate actions to resolve complaints. Complaints will be treated as confidentially as possible in light of the company's need to fully investigate the matter and take appropriate corrective action. Employees who report harassment will not be subject to retaliation or reprisals of any kind.

It is the responsibility of managers, supervisors and all employees for implementation of this policy and ensures that these prohibited activities do not occur.

It is the policy of Avidity Science, LLC. to treat all complaints of sexual harassment with respect and confidentiality, and with a high regard for the personal privacy of all concerned parties. Any complaints of sexual harassment, or questions regarding this policy, should be directed to an individual's supervisor, the EEO Coordinator, Cindy Wishau, or any other member of management with whom the employee feels comfortable. Cindy Wishau will be responsible for ensuring such complaints are thoroughly investigated, and for recommending appropriate actions to resolve complaints.

Invitation to Identify for Affirmative Action Purposes

Avidity Science, LLC. is committed to the employment and advancement of minorities, females, and individuals with disabilities and veterans. If you fall into one of these protected classifications, we invite you to identify yourself and receive coverage under our company's Affirmative Action Plan. You may inform us of your desire to benefit under the program at this time and/or any time in the future.

Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. The information provided will be held in the strictest confidence, will be maintained in a separate file, and will not be used in a manner inconsistent with the Acts.

Please Print:

Applicant Name: _____ Date: _____

Position Applied For: _____

Part I. Gender, Ethnicity and Race Information:

Gender

Check One:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I choose not to disclose this information
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Ethnicity

Check One:	<input type="checkbox"/> Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race) <input type="checkbox"/> Not Hispanic or Latino (if not Hispanic or Latino, please address race below) <input type="checkbox"/> I choose not to disclose this information
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Race

Check One: (do not respond if you selected Hispanic or Latino above)	<input type="checkbox"/> White (Not Hispanic or Latino): a person having origins in any of the original people of Europe, the Middle East or North Africa. <input type="checkbox"/> Asian (Not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
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	<input type="checkbox"/> American Indian or Alaska Native (Not Hispanic or Latino): a person having origins in any of the Original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment. <input type="checkbox"/> Black or African American Not Hispanic or Latino: a person having origins in any of the black racial groups of Africa. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): a person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands. <input type="checkbox"/> Two or More Races (Not Hispanic or Latino): all persons who identify with more than one of the above five races. <input type="checkbox"/> I choose not to disclose this information.
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Part II. Protected Veterans

The definitions of protected veterans are listed below. Use the boxes following the definitions to indicate whether you are a protected veteran.

Disabled Veteran

A “disabled” veteran is one of the following:

A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or

A person who was discharged or released from active duty because of a service connected disability.

Recently Separated Veteran

A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

Active Duty Wartime or
Campaign Badge Veteran

An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during the war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed Forces Service
Medal Veteran

An “armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

<p>Check One:</p>	<p><input type="checkbox"/> I am a Protected Veteran</p> <p><input type="checkbox"/> I am not a Protected Veteran</p> <p><input type="checkbox"/> I choose not to disclose the information</p>
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