

EQUAL EMPLOYMENT OPPORTUNITY

Document Number: HR-110.007

Northern Plains Laboratory management is fully committed to the principles of Affirmative Action and Equal Employment Opportunity. The top executive demonstrates support of these principles via signatures on the “document review” form for each policy.

In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, the Internal Support Coordinator has been selected as the Equal Employment Opportunity (EEO) Manager for Northern Plains Laboratory. One of the duties of the Internal Support Coordinator will be to establish and maintain an internal audit and reporting system to allow for effective measurement of NPL’s programs.

It is the policy of Northern Plains Laboratory (NPL) not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or ancestry, marital status, genetic information, sexual orientation, gender identity, or any other prohibited basis.

NPL will take affirmative action to employ and to advance in employment, all persons regardless of any of the characteristics as mentioned above, and will base all employment decisions on valid job requirements. This policy applies to all employment actions, including but not limited to hiring, recruiting, promotions, transfers, demotions, lay-offs, recalls, compensation, benefits, termination, selection for training and all other privileges and terms and conditions of employment, at all levels of employment and in all job titles.

Indian Preference: It is the policy of NPL to give preference in employment opportunities to Indians who can perform the work required by the Company, regardless of age, sex, religion, or tribal affiliation. To the extent feasible, and to the extent consistent with the Company’s ability to efficiently perform its medical and contractual obligations, the Company will give preference in employment, training and other opportunities to Indians who may not be qualified to perform the work required by the Company. When contracting or subcontracting with third parties to perform any part of the Company’s contract with Indian Health Services (IHS), the Company agrees, to the extent consistent with the performance of its IHS contracts, to give preference to Indian Organizations and Indian-owned economic enterprises. It is further the policy of the Company to comply with the requirements of HHSAR 352.270-2 concerning Indian preference, and those requirements are adopted by reference as the Company’s policy.

Indian Preference Program: In addition to the “Indian Preference” identified above, it is the policy of NPL to expand opportunities for Indians to receive preference for employment and training in connection with work performed by the Company under its contracts with the Indian Health

EQUAL EMPLOYMENT OPPORTUNITY

Document Number: HR-110.007

Service and, further, to expand opportunities for Indian organizations and Indian-owned economic enterprises to receive a preference in the awarding of any contracts and/or subcontracts related to the Company's contractual obligations with IHS. In performing this "Indian Preference Program", it is the policy of the Company to comply with the requirements of HHSAR 352.270-3 concerning the Indian Preference Program, and these requirements are adopted by reference as the Company's policy.

Genetic Information: The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, NPL requests that no genetic information is provided to them.

In furtherance of NPL's policy regarding Affirmative Action and Equal Employment Opportunity, NPL has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that NPL is committed to in order to ensure that its policy of nondiscrimination and affirmative action are accomplished. The Affirmative Action Program is available for inspection by an employee or applicant for employment upon request, during normal business hours, in the Administrative area. Interested persons should contact the Internal Support Coordinator, Natalie Miller, at 701-530-5758 for assistance.

Pay Transparency NonDiscrimination Provision: The contractor (NPL) 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 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 employer, or (c) consistent with the contractor's legal duty to furnish information.