



LancasterHistory

DIVERSITY, EQUITY, AND INCLUSION

Inspired by the life-long example of Lancaster Congressman Thaddeus Stevens, who dedicated his political and personal life to the pursuit of equality for all, especially in matters of race, and education, LancasterHistory pledges itself to foster and cultivate a culture of diversity, equity, and inclusion in its internal organizational affairs, as well as in its public-facing work. Recognizing that our human capital is the most valuable asset we have, we embrace and encourage the diversity of our employees regarding age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

LancasterHistory's diversity initiatives include—but are not limited to —practices and policies on recruitment and selection; compensation and benefits; professional development and training; and the ongoing development of a work environment built on the premise of equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of LancasterHistory have a responsibility to treat all people with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all community-based events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of LancasterHistory to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is LancasterHistory's policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety for themselves or others, they will be given the same consideration for employment as any other applicant. LancasterHistory will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to LancasterHistory.

EQUAL OPPORTUNITY EMPLOYMENT

LancasterHistory is an Equal Employment Opportunity employer. It is the policy of LancasterHistory not to discriminate against any employee or applicant for employment because of race, color, religion, disability, sex, age, marital status, or national origin or any other legally protected characteristic in accordance with all applicable laws. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This policy applies to hiring, promotions, transfers, training, wage and salary administration and all other aspects of employment with LancasterHistory. Specific qualifications shall be established for each staff position and recorded in a job description. The determining factor for employment and advancement is the ability to perform the work in question. LancasterHistory's management is committed to the enforcement of this policy at all levels of the organization.

NON-DISCRIMINATION OR HARASSMENT POLICY

It is LancasterHistory's policy to prohibit any form of harassment in the workplace including offensive actions or remarks, both verbal and written, of a racial, ethnic, religious, age-related, or gender-related nature. Harassment includes verbal comments, jokes, epithets, or slurs which degrade a person based on any protected characteristic, or distribution or displays of written or graphic materials which denigrate or show hostility toward persons because of a protected characteristic. Harassment of any kind will not be tolerated.

Employees are apprised that if they believe they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and/or the federal Equal Employment Opportunity Commission (EEOC). Further information on how to file with these agencies is contained in company workplace postings in designated areas.