

Policy	Equal Employment Opportunity (EEO)
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This policy on Equal Employment Opportunity (EEO) applies to Sodexo Dietetic Interns. Any reference to EMPLOYEE pertains to Dietetic Interns in the Dietetic Internship Program, as well.

Sodexo is committed to the principles of equal employment opportunity. The Company policy is to insure equal opportunity in all aspects of employment regardless of race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, disability, veteran status, sexual orientation or any other basis protected by law.

The Company strives to employ and promise the best qualified person for each job while valuing and promoting diversity within the workforce. In this spirit, it will comply with all applicable federal and state laws regulating employment decisions. These include, but are not limited to, advertising, recruiting, hiring, placement, promotion, transfer, demotion, compensation, training, layoff or termination, participation in social and recreational functions and use of employee facilities.

Disability

Sodexo likewise extends the benefits of equal employment opportunity to qualified disabled persons in all aspects of the employment relationship. Further, the Company affirms that it will provide reasonable accommodation to the known physical or mental limitations of any qualified disabled employee or applicant.

Harassment

Company policy prohibits harassment due to race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, disability, veteran status, sexual orientation or any other basis protected by law. This means that no employee will be ridiculed, belittled or embarrassed by jokes, slurs and comments, subject to intimidating, abusive or offensive comments, touching or gestures, or excluded from work-related activities for any of the reasons stated above.

This policy applies to all employees at all levels of the Company. Any employee who in any way harasses a fellow employee, a customer or any other person may be subject to immediate termination of employment.

Retaliation

Sodexo will not discriminate against a person because he or she has opposed any unlawful employment practice, or filed a charge, or participated in any action under Title VII or any other anti-discrimination law.

Examples of retaliatory discrimination which are prohibited include:

- Disciplining and/or discharging an employee for filing or threatening to file a charge of discrimination, or refusing to hire an individual solely because a reference check reveals that he/she may have filed a discrimination charge against a former employee.

Complaint Procedures:

Any employee who believes that he/she has been discriminated against or harassed in violation of this policy may and should file a complaint about it in any of the following ways:

- Follow the procedures described in the Promise of Respect and Fair Treatment.
- Notify his/her Human Resources representative.
- Notify the Director of Employee Relations at 1/800-763-3946 whose address is: Sodexo, Washingtonian Center One, 9801 Washington Boulevard, Gaithersburg, MD 20878.
- Notify any other member of Company management or Human Resources with whom he or she feels comfortable.

Investigation Procedure

The Company will conduct a prompt and impartial investigation of the complaint.

If Sodexo determines after investigation that discriminatory conduct could have occurred, it will take immediate action to remedy that conduct. Any employee who is found to have committed discrimination will be subject to appropriate corrective counseling, which may include termination. The severity of the constructive counseling action will be based on the circumstances of the infraction.

Sodexo will strive to maintain the confidentiality of information revealed in the investigation as much as possible and release information arising out of a complaint or investigation only on a need-to-know basis. Employees should be aware; however, that certain information may have to be disclosed for an effective investigation to be conducted.

There will be no retaliation against victims of and witnesses to discrimination or anyone who cooperates in an investigation of discrimination. Anyone who engages in retaliation will be punished accordingly, up to and including termination.

Managers Responsibilities

Any manager, who receives a charge of discrimination filed with the federal government or any state or local discrimination agency, should immediately notify the designated Human Resources executive and forwarded a copy of the charge to the Labor and Employment Law Department of the Company's Law Department for processing. As the manager, it is also your responsibility to:

- Make sure that your employees are aware of this policy and their rights under it.
- Display all required posters- all units must post required federal and state EEO policies in areas visible to all employees.
- If posters are needed or if you don't know which ones are needed, contact your Human Resource representative.
- Provide guidance and assistance - explain the Company's EEO policies to employees.

- Make sure employees have a clear understanding of the policies and take time to listen to employees, especially any complaints about possible unfair treatment.
- Insure a work environment free of discrimination.
- Treat all employees fairly and impartially with respect to all employment decisions, including work assignments, opportunities form training and promotion and constructive counseling action.
- Prevent harassment among employees; do not allow any employee to be ridiculed, demeaned or embarrassed because of racist, ethnic or sexist jokes, comments or actions.
- Avoid derogatory references to age, ethnic background, sex, religion, etc. These are often interpreted s reflective of a discriminatory attitude.
- Insure that there is no retaliation against a person who complains of discriminatory practices or treatment.
- Respond appropriately to complaints of discrimination or harassment, if an employee reports harassment to you.
- Advise the employee that the complaint will be investigated promptly.
- Immediately contact your Human Resources representative and inform him/her of the complaint.
- Decide, with your Human Resources representative, how the complaint will be addressed and resolved.

Provide guidance and assistance- explain the Company's EEO policies to employees. Make sure employees have a clear understanding of the policies and take time to listen to employees, especially any complaints about possible unfair treatment.

Insure a work environment free of discrimination- treat all employees fairly and impartially with respect to all employment decisions, including work assignments, opportunities form training and promotion and constructive counseling action.

Prevent harassment among employees, do not allow any employee to be ridiculed, demeaned or embarrassed because of racist, ethnic or sexist jokes, comments or actions.

Avoid derogatory references to age, ethnic background, sex, religion, etc. These are often interpreted s reflective of a discriminatory attitude.

Insure that there is no retaliation against a person who complains of discriminatory practices or treatment.

Respond appropriately to complaints of discrimination or harassment, if an employee reports harassment to you.

Advise the employee that the complaint will be investigated promptly.

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Decide, with your Human Resources representative, how the complaint will be addressed and resolved.