



DATE: February 2021
TO: All Employees
FROM: Curt Bailey, President & Chief Executive Officer
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

I would like to reinforce my personal commitment and the commitment of Bloodworks Northwest to equal employment opportunity. It is the policy of Bloodworks Northwest to assure equal employment opportunity in compliance with Executive Order 11246 and all other relevant orders and laws affecting the employment relationship. Furthermore, Bloodworks will take all actions possible to enforce this policy.

The Bloodworks Human Resources policies and the Code of Conduct are resources for all employees. Please read the Code of Conduct document and related policies carefully and be sure to ask questions on items you aren't sure about or on which you need further clarification. It's important that all of us understand what is expected of us, and what our resources are if something "goes wrong." Bloodworks relies on our employees to fulfill our mission; you need to be able to count on a safe work environment and fair treatment as you're performing Bloodworks' life-saving work.

Bloodworks Northwest will continue to foster a positive work environment by ensuring equal employment opportunity and treatment of all employees without regard to race, color, religion, sex, sexual orientation, age, national origin, disability/handicap, veteran or marital status. Bloodworks Northwest will recruit, hire, assign, promote, compensate, provide benefits, train and retain employees solely on the basis of their qualifications and proficiency and will ensure equal employment opportunity in these and all other employment respects. We will base decisions on employment so as to ensure the principle of equal employment opportunity and will ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities. Additionally, Bloodworks Northwest will continually build and support an environment free of harassment.

As the President, I affirm that a violation of this policy by any employee would constitute adequate reason for disciplinary or corrective action up to and including termination of employment.

All Executives, Directors, Managers, Supervisors and all other employees are personally responsible for supporting and advancing our equal employment opportunity and affirmative action objectives.

Just as we all share the responsibility for meeting the challenges of our business objectives, each of us must assume a leading role in making our Equal Employment policy work effectively. As an employee of Bloodworks Northwest, you have the responsibility to immediately report any conduct or occurrence that may violate this policy or constitute harassment to the Human Resources Department.

Anne Sauget, Chief Human Resources Officer, is our Equal Employment Opportunity / Affirmative Action Coordinator. As such, she is responsible for the development, operation and maintenance of our equal employment opportunity policies and procedures for the development of our Affirmative Action Plan. She will be assisted by Rory W. Hollins, Senior Human Resources Business Partner, who will assist with monitoring and reporting on our progress towards meeting EEO/AA objectives.