



Equal Employment Opportunity / Affirmative Action

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Policy No: HR 5-1

Policy Owner: Human Resources

Supersedes: July 1, 2016

Last Reviewed Date: March 2021

Purpose

To reaffirm the Company's commitment to afford continuing equal employment opportunities for all qualified employment applicants and current employees.

Applicability

This policy applies to all US Donnelley Financial Solutions (“DFIN”) employees.

Policy

As an equal opportunity employer, DFIN's policy is not to discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by law with regard to any employment practice, including hiring, training, promotion, compensation, job assignments, benefits, or other aspects of employment. In addition, applicants and employees will not be discriminated against based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees, unless they have access to the compensation information of other employees as part of their essential job functions. Employment decisions are based only upon valid job requirements.

The Company also takes affirmative action to ensure equal employment opportunity in its employment practices, and to employ and advance in employment qualified individuals with disabilities and protected veterans.

DFIN's CEO is fully committed to the Company's equal employment opportunity and affirmative action obligations and has appointed the CHRO to implement its Affirmative Action Programs (“AAPs”). DFIN's AAPs include an audit and reporting system which uses metrics and other pertinent information to measure the effectiveness of our programs. The Company's AAPs for qualified individuals with disabilities and protected veterans are available for inspection upon request to Human Resources.

Also, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in filing a complaint; assisting or participating in an investigation, compliance review or hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Executive Order 11246 or any other federal, state, or local law regarding equal opportunity.

References

1. HR Policy 4-2: Open Door
2. HR Policy 5-2: Harassment