

Equal Employment Opportunity Policy Statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at DAK will be based on merit, qualifications, and abilities. DAK does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, protected veteran or any other characteristic protected by law.

DAK will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Equal Employment Opportunity for Individuals with Disabilities and Protected Veterans

It is the policy of DAK not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e. disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of DAK to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation and selection for training at all levels of employment.

Employees and applicants of DAK will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding individuals with disabilities or protected veteran status is prohibited.

As Managing Partner of Personnel at DAK, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, the Human Resources Manager has been selected as the Equal Employment Opportunity (EEO) Manager for DAK. One of the Human Resources Manager's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of DAK's programs.

In furtherance of DAK's policy regarding Affirmative Action and Equal Employment Opportunity, DAK has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that DAK is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for review by any employee or applicant for employment upon request, during normal business hours, in the Human Resources Office. Interested persons should contact the Human Resources Manager for assistance. The contact information for the Human Resources Manager is:

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