# **Policy Name: Equal Employment Opportunity**

Overview: This document describes the Company's equal employment opportunity policy, which sets forth out commitment to providing equal opportunity for all applicants, employees and contingent workers, and our prohibition against unlawful discrimination and retaliation.
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**Effective Date:** 04/01/2016

**Applies To:** 

This commitment applies to applicants, employees, Outside Services Worker and all persons involved in Company operations and prohibits unlawful discrimination by any employee of the Company. All share in the responsibility for ensuring that these values are upheld. This policy applies to all terms and conditions of employment, including (without limitation) recruitment, selection, hiring, training, promotion, compensation, benefits, transfer, performance management, discipline, termination, and participation in company events and programs.

## **Policy Details:**

As part of our commitment to our values of integrity, respect and excellence, the Company is an equal opportunity employer and is committed to providing an environment free from unlawful discrimination, harassment and retaliation. The Company is committed to compliance with all applicable laws providing equal employment opportunities.

We do not make employment decisions because of race, religious creed, color, national origin, ancestry, citizenship, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), age, marital or registered domestic partnership status, military or veteran status, mental or physical disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, gender, gender identity or expression, political affiliation, or other legally protected characteristic. McKesson provides reasonable accommodations for otherwise qualified disabled applicants and employees. (Please see McKesson's Reasonable Accommodation Policy for further detail). McKesson also provides reasonable accommodations to employees whose religious beliefs, practices or observances conflict with their employment. (Please see McKesson's Religious Accommodation Policy for further detail).

## **Discrimination and Retaliation**

If you believe you have been subjected to or witnessed any form of unlawful discrimination, you should immediately inform your recruiter (if you are an applicant), your supervisor, any member of management, or to Human Resources through the Human Resources Support Center at 1-855-Go-McKHR (1-855-466-2547).

The Company strictly prohibits retaliation against any employee, applicant or Outside Services Worker who in good faith uses this reporting procedure, files, testifies, assists or participates in an authorized investigation, proceeding or hearing, or opposes discrimination against others, as described further in the Company's Anti-Harassment, Non-Discrimination and Non-Retaliation Policy. Any employee, applicant or contingent worker who believes that they have experienced or witnessed retaliation must immediately report such conduct to his or her recruiter (if an applicant), supervisor, any member of management, or to Human Resources through the Human Resources Support Center.

The Company will investigate any report of discrimination or retaliation and will take effective corrective action as appropriate, as described further in the Company's Anti-Harassment, Non-Discrimination and Non-Retaliation Policy.

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#### **Our Affirmative Action Plans**

As a federal contractor, the Company has adopted affirmative action plans, which mean the Company will not make any decisions based on any of the above categories and will take affirmative action to ensure the availability of employment opportunities without regard to such factors. Kristi Williamson, Director of AAP/EEO, is responsible for leading McKesson's affirmative action efforts.

Contacts Affirmative Action Plans may be reviewed by employees and applicants by contacting Kristi Williamson during business hours at kristi.williamson@mckesson.com or 972.446.5724.

## **Policy Definitions:**

<u>**Discrimination**</u> is making an employment decision, denying someone an employment benefit or otherwise treating someone less favorably, based on a Protected Characteristic.

<u>Harassment</u> includes verbal, visual or physical conduct that denigrates or shows hostility toward an individual or creates a hostile, offensive or intimidating work environment because of a Protected Characteristic. Conduct perceived to be harassing and unwelcome may be considered harassment, even if it was not intended to be offensive.

**Retaliation** is an adverse action taken against someone because he or she filed a charge of discrimination, harassment or retaliation, complained to his or her employer or other covered entity about discrimination, harassment or retaliation on the job, participated in an employment discrimination, harassment or retaliation proceeding (such an investigation or lawsuit) or otherwise exercised rights under this policy.

**Sexual Harassment** is a type of harassment prohibited by the Company. It may occur when submission to or rejection of unwelcome sexual conduct is used as a basis for employment decisions, or when submission to sexual harassment is a condition for receiving employment benefits, promotions, raises, etc. Sexual harassment also may occur when unwelcome sexual conduct unreasonably interferes with job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences.

### Related Policies

- Annual Hammergren Reaffirmation Letter
- Anti-Harassment, Non-Discrimination and Non-Retaliation
- Code of Conduct
- Gender Transition Policy
- Performance and Behavior that Violates our Standards
- Religious Accommodation
- Standards of Workplace Behavior

## **Contacts:**

Director, AAP/EEO. Current: Kristi Williamson krist.williamson@mckesson.com

If you have any questions about this Policy please contact the Human Resources Support Center at 1-855-Go-McKHR.

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