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State of Ohio EEO and Affirmative Action Policy Statement

To: Employees
FROM: Janet Godwin, Chief Operating Officer
ACT, Inc.
DATE: December 11, 2014
SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the ACT, Inc. to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status or veteran status is unlawful.

ACT, Inc. managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to employees, various recruitment sources and will be displayed on all job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe ACT, Inc. has discriminated against them may file a complaint with EEO Representative Mark Larson. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Company's EEO Representative:	Mark Larson, Lead Talent Resource Partner and Employee Relations Manager
Location:	500 ACT Drive P.O. Box 168 Iowa City, IA 52243-0168
Phone Number:	319-337-1763
E-Mail Address:	mark.larson@act.org

Sincerely,

Janet Godwin
Chief Operating Officer