



EQUAL OPPORTUNITY POLICY,
INCLUDING AFFIRMATIVE ACTION PLAN
AND POLICIES AGAINST DISCRIMINATION AND HARASSMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Diversity and inclusion matter at TCB. We want to attract the best talent to ensure we are delivering on our mission. To meet this goal, we must have a workplace where differences are appreciated and respected.

TCB strictly prohibits discrimination against any employee or job candidate because of the individual's race, color, gender, religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, domestic partnership status, genetic predisposition or carrier status, military status, or any other characteristic protected by law.

TCB also prohibits discrimination against an applicant for employment, or discharge of an employee, because they inquire about, discuss, or disclose the compensation of the applicant or employee or another applicant. Note: This does not apply to instances where an employee who has access to compensation information of employees or applicants as a part of their essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with TCB's legal duty to furnish information.

ANTI-HARRASSMENT POLICY

TCB prohibits conduct that constitutes or could lead or contribute to harassment based on race, color, sex (whether or not of a sexual nature), religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, domestic partnership status, genetic predisposition or carrier status, military status or any other characteristic protected by law. Examples of such conduct include:

- offensive language and ethnic slurs, verbally or in writing;
- threatening, intimidating, or hostile acts directed at a particular individual based upon their membership in a protected category, including their gender, religion, sexual orientation, color, national origin, etc.; and/or
- engaging in prohibited conduct via electronic means, including via the Internet, intranet or the email system, and viewing or distributing offensive material.

Harassment does not require intent to offend. Thus, inappropriate conduct meant as a joke, a prank, or even a compliment can lead or contribute to harassment and is prohibited.



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SEXUAL HARASSMENT

Sexual harassment is a specific type of discriminatory harassment. According to the Equal Employment Opportunity Commission's (EEOC) guidelines, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with individual's work performance or creating an intimidating, hostile, or offensive working environment.

TCB prohibits conduct that constitutes or could lead or contribute to sexual harassment. Examples of such conduct are:

- unwelcome sexual comments, advances, or propositions;
- inappropriate touching of an individual's body;
- graphic verbal comments about an individual's body or appearance;
- derogatory words used to describe an individual; or
- use of computers (including via the Internet and intranet) or the email system to display or distribute sexually explicit images, messages, or cartoons.

Additional rules apply to individuals with supervisory authority at TCB. TCB strictly prohibits anyone with a supervisory role to: (1) threaten or imply that an individual's submission to or rejection of a sexual advance will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge, or any other term or condition of employment; or (2) make any employment decision concerning an individual on such a basis.

REPORTING PROCEDURES

If you believe that you or another individual has been subjected to any conduct of the type described in this policy, you are urged and expected to promptly report the incident to your manager or the Vice President, Human Resources. If the complaint involves the VP of HR, employees may contact the Chief Executive Officer. Employees may also call the employee hotline at **1-866-556-3048**, 24 hours a day. Employees should choose whichever of the listed



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individuals they feel most comfortable contacting under the circumstances. Employees should report the conduct regardless of the offender's position at TCB, and should also report the conduct even if the offender is not employed at TCB (for example, a vendor, customers, consultants, or "temps"). An employee's prompt reporting is very important so that TCB can take appropriate action to protect individuals from such conduct. All reports will be promptly investigated and appropriate action taken. In conducting its investigations, TCB will make every effort to maintain confidentiality of all individuals involved to the extent possible.

Appropriate disciplinary action for violation of these policies may include unpaid suspension and termination of employment, and individuals who violate these policies may also be subject to personal, legal and financial liability under applicable law. In certain circumstances, matters may require TCB to report incidents to federal or local law enforcement.

NO RETALIATION

TCB has a zero tolerance policy barring retaliation against an employee based upon a report of a violation of the EEO and Anti-harassment policies. Individuals will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities involving the policies:

- filing a complaint;
- assisting or participating in an investigation, compliance review, hearing, or any other related activity;
- opposing any act or practice made unlawful by the equal opportunity laws; or
- exercising any other right protected by the equal opportunity laws.

In the event you believe that you have been subjected to retaliation, please promptly report the incident, as described above, so that the matter may be investigated and appropriate action taken.