



Florence Savings Bank

Equal Employment Opportunity and Affirmative Action Policy

I. Equal Employment Opportunity

Florence Savings Bank will comply fully with all federal, state, and local equal employment laws. The Bank will provide equal employment and advancement opportunities for all persons regardless of race, creed, color, sex, marital status, sexual preference, religion, national origin, age, status with regard to public assistance, or condition of health or disability unless the disability is an impediment to satisfactory job performance and no reasonable accommodation can be made (hereinafter, “protected status”). Employment policies and practices will not discriminate based on protected status. This policy extends to all areas of employment conditions and practices, including recruiting, hiring, training, job placement, promotion, compensation, benefits, transfers, terminations and Bank sponsored educational, social and recreational programs.

The Bank does not knowingly maintain Bank membership or reimburse employees for memberships in clubs or associations which, in their by-laws or by actual practice, restrict the full rights of membership by reference to protected status. The Bank does not knowingly hold functions in facilities which so discriminate, nor will it reimburse employees for business expenses stemming from the voluntary use of such facilities.

It is the Bank’s policy to maintain a working environment free from harassment or offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks about an employee’s protected status. Offensive behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct (also see Ethical Standards Policy for Officers and Employees).

Affirmative Action

In addition to acknowledging its responsibility under civil rights laws, Florence Savings Bank fully endorses and affirmatively responds to the need for equality in employment. The Bank subscribes to the principles of affirmative action and will seek to develop a representative work force at all job levels. The Bank will involve management in a cooperative effort to achieve affirmative action goals.

Discussion

The Human Resources Director has the primary responsibility for implementing and monitoring the Equal Opportunity and Affirmative Action policies. Division heads, managers, and employees are expected to create and support a work environment that is free from discrimination and harassment.

Procedure Discrimination Complaints

An employee who feels that he/she has been the victim of discrimination or harassment, or who has any serious work-related complaint, concern or misunderstanding, should promptly bring this to the attention of his/her supervisor, Human Resources or the Bank President. All such matters will be investigated and resolved in a thorough and timely manner, and will be discussed only with those necessary to the investigation. For related information on sexual harassment, please refer to the Sexual and Other Non-harassment Policy.

If a supervisor receives an official notice from a regulatory agency regarding a formal discrimination charge, the notice should be forwarded immediately to the Human Resources Director.