

**Global Diving & Salvage, Inc.**  
**Equal Employment Opportunity & Affirmative Action Policy**

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**Objective**

It is the objective of Global Diving & Salvage, Inc. to obtain qualified employees consistent with position requirements: to seek, employ, promote, and treat all employees and applicants for employment without regard to race, color, ethnicity, national origin, ancestry, citizenship, sex, pregnancy, sexual orientation/preference, gender identity, age, religion/creed, handicap/disability, marital status, domestic partner status, medical condition, genetic information/history, military/veteran status, or any other characteristic or condition protected by law.

All individuals will be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and all other aspects of their employment without regard to their personal protected characteristics. We support the employment and advancement in employment of individuals with disabilities and of protected veterans, and we treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

Global will make reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities, or a specific request for religious accommodations, unless it would result in undue hardship to Global. Any applicant or employee who requires an accommodation for religious purposes or in order to perform the essential functions of his or her job should contact the Human Resources department or Affirmative Action Officer to request an accommodation. The individual should assist us in identifying the type of accommodation he or she needs to perform the job.

The CEO fully supports the Affirmative Action Program and directs the responsibility of supervisory employees to further the implementation of this policy and ensure conformance by their employees. Supervisory personnel, as well as those responsible for hiring new employees, must take all necessary action in the elimination of possible discrimination toward applicants and employees in all levels of employment and employee relations.

It is also the policy of Global to maintain a working environment free of unlawful harassment and intimidation. Employees who violate this policy will be subject to disciplinary action. All employees are responsible for seeing that this policy is continuously followed. Management shall work in furthering its implementation, monitoring the progress being made and representing the company if anyone wants to make inquiries concerning potential violations of this policy. Global expects all employees to conduct themselves with integrity and good moral character. Management will not tolerate a violation of this policy by any employee. Anita McGillie, HR Manager, has been appointed the role of the Equal Employment Officer and is responsible for ensuring the implementation of this policy and our equal employment opportunity and affirmative action program.

**Pay Transparency**

Global will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation,

proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Global's legal duty to furnish information.

### **Affirmative Action**

Under the affirmative action obligations imposed by Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), and the Jobs for Veterans Act (JVA); it is Global's policy to provide equal employment opportunities and to advance in employment qualified women, minorities, individuals with a disability and protected veterans. Global's policy of providing equal employment opportunities to qualified women, minorities, persons with a disability and protected veterans shall apply to all employment practices, which are based only on valid job requirements, including, but not limited to: promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training.

On a strictly voluntary basis, Global invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under Global's Affirmative Action Program to identify themselves to their manager, the Human Resources department or to the Affirmative Action Officer. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential. If you are interested in viewing the AAP for Employees with Disabilities and/or Covered Veterans, please contact Anita McGillie, HR Manager, during regular working hours. For purposes of this policy protected veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans.

### **Reporting Issues Regarding EEO**

For further information on reporting any perceived or potential violations of the EEO and AA Policy please refer to Global's *Workplace Harassment Policy* and *Complaint Reporting and Resolution Guideline*.