

## **EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION**

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Health Fitness Corporation (hereafter “HealthFitness”) is committed to equal employment opportunity. HealthFitness does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, military and/or veteran’s status, or any other basis protected by law. It is also HealthFitness’ policy to take affirmative action in the employment of minorities, women, individuals with disabilities and covered veterans in accordance with applicable law. This policy applies to recruiting, hiring, placement, compensation, access to and use of facilities, training, promotion, termination and all other terms, conditions, and privileges of employment.

HealthFitness has developed an Affirmative Action Program (AAP) to convey its equal employment opportunity policy and undertake actions to ensure compliance with applicable legal requirements pertaining to equal employment opportunity and affirmative action. HealthFitness’ President, Sean McManamy, has ultimate accountability for the implementation of the Equal Employment Opportunity and Affirmative Action Policy. He has appointed an equal employment opportunity/ affirmative action officer and given that individual and applicable designees the necessary authority and resources to oversee and monitor the implementation of this policy and the company’s AAP. The equal employment opportunity/affirmative action officer’s responsibilities include designing and implementing an audit and reporting system that monitors the effectiveness of the AAP, determining whether women, minorities, individuals with disabilities and covered veterans are afforded equal employment opportunity, and recommending any remedial actions, if applicable. Each manager and supervisor is also required to provide full support of the policy and equal employment opportunity/affirmative action efforts. Additionally, adherence to these policies by all employees is required. HealthFitness’ President will receive and review reports on the progress of the AAP.

HealthFitness will recruit, hire, train and promote persons in all job titles. All employment decisions will be made only on the basis of valid job-related requirements and to further our commitment to equal employment opportunity. All personnel actions will be administered without regard to protected classes.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in filing a complaint; assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of applicable equal employment opportunity laws; opposing any act made unlawful by applicable equal employment opportunity laws; or exercising any other right under applicable equal employment opportunity laws.

Certain portions of our AAP are available for inspection by applicants and employees. Arrangements to inspect such portions of the AAP may be made by contacting Human Resources during normal business hours. Direct inquiries to Tayva Bancroft at (952) 897-5239 or [Tayva.bancroft@hfit.com](mailto:Tayva.bancroft@hfit.com).