To all Thorn Hill, LLC Employees and Applicants assigned to work for SAE International, SAE Industry Technologies Consortia, Performance Review Institute:

Diversity is a key philosophy of the Organization, allowing for staff creativity, innovation, and a variety of perspectives. Our focus on diversity ensures that we have a workplace where all employees share their thoughts, passion, talents, and ideas to serve the needs of our diverse members, customers, and stakeholders. We will continue our progress in diversity, equity and inclusion which will allow us to bring our best to the global industries we serve.

Our approach as an organization is to continue to actively seek and hire diverse candidates for all open positions. The Organization will also train and promote people without regard to disability or veteran status. It also will proactively ensure that all other personnel actions are administered without regard to disability, protected veteran status or disabled veteran status, and ensure that all employment decisions are based only on valid job requirements.

We also prohibit any discrimination because of disability or status as a protected veteran. Employees and applicants 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:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973 or any other Federal, state, or local law requiring equal opportunity for individuals with disabilities or the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (“VEVRAA”) or any other Federal, state, or local law requiring equal opportunity for protected veterans;
3. Opposing any act or practice made unlawful by section 503 of the Rehabilitation Act of 1973 or its implementing regulations or any other Federal, state, or local law requiring equal opportunity for individuals with disabilities or VEVRAA or its implementing regulations in this part or any other Federal, state, or local law requiring equal opportunity for protected veterans;
4. Exercising any other right protected by section 503 of the Rehabilitation Act or its implementing regulations or VEVRAA or its implementing regulations.

Employees will be treated based on their job-related qualifications, ability, and performance only. It is our commitment to treat everyone fairly and equally and to have a positive, bias-free work environment. I encourage everyone to join me in seeing that the spirit of equal employment opportunity is always present here.

Melinda Rombold, our Equal Employment Opportunity Coordinator, is responsible for leading all diversity, equity, and inclusion efforts including proactive affirmative action efforts, overseeing our audit, and reporting system for these programs, and ensuring that all staff is trained in, understands, and follows these principles. This policy has my and the senior leadership team’s full backing and support, and the support of all employees is expected. If anyone has questions, suggestions, or observations, please bring the matter to Mrs. Rombold.

David L. Schutt
Manager
Thorn Hill, LLC