



A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

Janine Chicourrat, General Manager

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As the General Manager of Portola Hotel & Spa, I am committed to the principles of affirmative action and equal opportunity. Portola Hotel & Spa has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, color, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical or mental disability, legally protected medical condition or information, genetic information, marital status, sex (including pregnancy or perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (defined as each person's internal understanding of their gender or perception of a person's gender identity, which may include male, female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender), gender expression (defined as a person's gender-related appearance or behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth), age, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law or local ordinance.
- b. All other personnel actions, such as, but not limited to, compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are similarly administered without regard to any of the characteristics listed above, or any other characteristic protected by state or federal laws or local ordinances, and all employment decisions will be based only on valid job requirements.
- c. No individual will be subjected to any adverse employment action, harassment,



intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint related to a violation or perceived violation of federal or state law or local ordinance requiring equal employment opportunity; (2) assisting or participating in an investigation, compliance review hearing or any other activity related to the administration of any federal or state law or local ordinance requiring equal employment opportunity; (3) opposing any act or practice made unlawful by any federal or state law or local ordinance requiring equal opportunity or (4) exercising any other right protected by federal or state law or local ordinance requiring equal opportunity.

I have appointed Dorian Oliphant to take on the responsibilities of EEO Coordinator. As EEO Coordinator, she will be responsible for the day to day implementation and monitoring of this Affirmative Action Program. As part of that responsibility, she will implement an audit and reporting system to periodically analyze the Portola's personnel actions and their effects to ensure compliance with our equal employment policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or our Affirmative Action Program, please see Human Resources Manager Michael Romero during regular business hours. You are also encouraged to contact Human Resources Director Dorian Oliphant with any suggestions regarding how we can improve our program and ensure its effectiveness.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all of the Company's personnel to attain our objective of equal employment opportunity for all.

Sincerely,

Janine Chicourrat
General Manager