Equal Employment Opportunity

Policy Effective Date: August 26, 2013

Scope: All Employees (defined as exempt staff, non-exempt staff, paralegals, and non-partner lawyers).

Policy

Thompson Hine LLP is an Equal Opportunity Employer. The Firm is committed to providing equal employment opportunity and promotion in accordance with applicable Federal regulations and guidelines, as well as applicable state law and regulations, including Ohio Revised Code Section 125.111. Employment discrimination against employees and employees based on race, color, marital status, religion, military status, veteran status, sex (including sexual harassment), national origin, age (40 years of age or older), sexual orientation, gender identity or expression, genetic information, employment status, disability (as defined and enforced by local, state, and Federal law), and any other categories protected under state and local law is illegal and will not be tolerated by the Firm.

The Firm encourages the hiring, promotion, training, and transfer of the best-qualified candidate available. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

Any employee who believes that the actions or words of any lawyer, management member, employee, or any other person with whom the employee comes into contact within the workplace constitutes discrimination should report the complaint as soon as possible to the Senior Director of Human Resources (Firm's EEO representative), their immediate Supervisor, the Chief Operating Officer, the local office Partner-in-Charge, any member of the Executive Committee, or the Firm Managing Partner. If an employee would like to remain anonymous, they may also call our Ethics Hotline at 833.222.1570. An employee is not required to and should not report discrimination to the person who is engaged in the discrimination or to somebody that appears to be condoning it. An appropriate investigation will take place and the privacy of the complainant will, to the extent possible under the circumstances and consistent with the need to investigate, be kept confidential.

After the investigation, if it is determined that discrimination has occurred, immediate and appropriate corrective action, up to and including discharge, will be taken to stop the discrimination and prevent its recurrence. However, if, after the investigation has been completed, it is determined that the complaint was false or malicious in nature, the individual who made the false accusation will be subject to disciplinary action, up to and including discharge. In addition, if it is determined that anyone interviewed during the investigation process provides false or misleading information, they will also be subject to disciplinary action, up to and including discharge. The Firm strongly prohibits retaliation for making a good faith complaint or participating in an investigation.

Thompson Hine LLP personnel will comply with state and federal equal employment laws, rules, regulations, and guidelines. This policy statement will be disseminated to all personnel, various

recruitment sources and will be displayed in all office locations. Any member of the Firm who deliberately violates this policy will be subject to disciplinary action.

The individual listed below has full authority to manage issues involving employment discrimination and serves as the point of contact to file allegations of discrimination:

Firm's EEO Representative: Senior Director of Human Resources
Location: 127 Public Square, 3900 Key Center, Cleveland, OH 44114
Phone Number: (216) 566-8275

Thompson Hine LLP policies are only general guidelines and are not intended to be a contract. They may be changed, supplemented, or eliminated at the Firm's discretion and without prior notice. It is the responsibility of the employee to review the policies from time to time.