

## **Human Resource Policy & Procedure - Corporate**

## **Equal Employment Opportunity**

DATE: August 1, 1984 REVISED: May 4, 2022

It is the policy of the Company to provide equal opportunity in employment to all employees and applicants for employment.

This policy covers all aspects of employment, including but not limited to, recruitment, interviewing, hiring, training, promotion, demotion, transfer, layoff, recall, compensation, benefits, discipline and termination. The Company does not discriminate in employment opportunities or practices and will not base employment decision on any protected classification including race, color, religion, religious creed, sex, national origin, ancestry, age, military and veteran status, pregnancy, childbirth, or related medical condition, physical or mental disability, medical condition, genetic information, citizenship, marital or registered domestic/civil union partner status, sexual orientation, gender (including gender identity and gender expression), or any other classification protected by applicable local, state, or federal law.

All employment decisions will be made without regard to any characteristics protected under applicable law, subject to the legitimate business requirements of the Company, based solely on the individual's qualifications, merit, and performance.

Otherwise qualified employees with disabilities (as defined by the Americans with Disabilities Act or equivalent state or local law) may be entitled to a reasonable accommodation to enable them to perform the essential functions of the job to the extent that providing the reasonable accommodation does not pose an undue hardship to the Company. Reasonable accommodations also may be provided to an applicant with a disability to enable the applicant to perform the essential requirements of the application process. Any applicant or employee who believes he or she needs a reasonable accommodation to apply for employment or to perform the essential functions of his or her job should contact the Human Resources department via email at accommodation@genesco.com or telephone at (615)367-7467.

## **PROCEDURE**

Managers and supervisors will assure that positive steps are taken to comply with this policy. They are required to be aware of potential discrimination situations, quickly resolve any discrimination issues that arise, and refrain from retaliation or harassment against any employee involved in the filing, investigation or resolution of a discrimination claim.

All employees are required to cooperate fully with the investigation and resolution of all discrimination complaints. The Company has an internal complaint procedure designed to address and resolve complaints of discrimination, including retaliation and harassment, as quickly as possible. The Company will take appropriate action to prevent discrimination, retaliation and harassment, and to ensure that the rights of employees who file complaints are

respected. Any employee who feels this policy has been violated is required to contact their Human Resources Representative or address a written complaint to the Human Resources Department at (615) 367-8232 or toll free at (800) 404-5370 or via email at <a href="mailto:respect@genesco.com">respect@genesco.com</a>. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

Any notification from or communication with a government agency concerning any equal employment opportunity matter should be referred to the Human Resources Department. Any communication from an attorney regarding any such matter should be referred to the Legal Department at 535 Marriott Dr, 12<sup>th</sup> Floor, Nashville, Tennessee 37214, telephone number (615) 367-8441.

This policy will be posted and disseminated as widely as possible. Such dissemination may include periodic meetings with supervisory personnel, periodic meetings with employees, inclusion in employee orientation sessions, inclusion in management training programs, inclusion in Company publications, posting on Company bulletin boards, the Company Web page, and the like.