

## **PAY TRANSPARENCY NONDISCRIMINATION STATEMENT**

Citizens is an equal opportunity employer and federal contractor or subcontractor. We abide by all applicable equal opportunity laws and regulations. Under these laws, companies doing business with the federal government must provide applicants and employees with certain policies, including the following information:

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, (c) required to comply with a state or local law or (d) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).

Information is obtained as part of an employee's essential job functions if: (1) access to compensation information is necessary to perform that function or another routinely assigned business task, or (2) the function or duties of the position include protecting and maintaining the privacy of employee personnel records, including compensation information.

Nothing in this statement prevents Citizens from disciplining, terminating, or otherwise taking adverse action against an applicant or employee because they have violated another workplace rule. Citizens fully supports the above pay transparency nondiscrimination statement.