



VGM GROUP, INC.

Notice of Non-discrimination Policy

VGM Group, Inc. complies with applicable federal and state civil rights laws and does not discriminate on the basis of gender, race, ethnicity, medical condition, religion, age, disability, socioeconomic status, pregnancy, citizenship, familial status, military or veteran status, genetic information, gender expression, gender identity, sexual orientation, or other protected classification.

For individuals with limited English proficiency (LEP), VGM Group, Inc. provides language assistance services in accordance with Section 1557 of the Affordable Care Act, the Nondiscrimination in Health Programs and Activities final rule. Refer to the following link for more information regarding the Office of Civil Rights Notice and Statement of Nondiscrimination for the most common non-English languages, <https://www.hhs.gov/civil-rights/for-individuals/section-1557/index.html>, or contact:

VGM Group, Inc.
Human Resources Department
Email: hrdepartment@vgm.com
Phone: 319-274-4462

OCR NOTICE OF NONDISCRIMINATION

SOURCE: HHS Office for Civil Rights

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VGM Group, Inc.

Does not exclude people or treat them differently because of gender, race, ethnicity, medical condition, religion, age, disability, socioeconomic status, pregnancy, citizenship, familial status, military or veteran status, genetic information, gender expression, gender identity, and/or sexual orientation.

VGM Group, Inc.

Provides free aids such as services to people with disabilities to communicate effectively with us, such as:

- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats)

VGM Group, Inc.

- Qualified interpreters
- Information written in other languages

If you need these services, contact Human Resources Department at VGM at 319-274-4462.

VGM Group, Inc.
Human Resources Department at VGM
1111 W. San Marnan Dr., Waterloo, Iowa 50701
319-274-4462
Fax: (319) 984-8851
Email: hrdepartment@vgm.com

You can file a grievance in person or by mail, fax or email. If you need help filing a grievance, Human Resource Department staff is available to help you at 319-274-4462.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf>, or by mail or phone at:

US Department of Health and Human Services
200 Independence Avenue SW
Room 509F, HHH building Washington, DC
20201
Toll Free: 1-800-868-1019