



Policy Owner/Sponsor: Human Resources
Review Date by Policy Review Committee: August 2016
Supersedes: July 1, 1999

Effective Date: September 1, 2016

[To Be Completed by Policy Review Committee]

Affirmative Action and Equal Employment Opportunity Policy

PURPOSE

To establish Company policy and practices concerning equal employment opportunities and affirmative action.

POLICY

Charles River Laboratories (“Charles River” or the “Company”) is committed to providing equal employment opportunities for all qualified applicants and employees without regard to race, color, sex, religion, national origin, age, mental or physical disability, marital or family status, sexual orientation, gender identity or expression, ancestry, citizenship, military or veteran status, genetic information, pregnancy, childbirth or related medical conditions, or any other characteristic protected by federal, state or local laws. Accordingly, all employment decisions and personnel actions or programs shall be consistent with the principle of equal employment opportunity, including selection, promotion, transfer, demotion, layoff and termination, opportunities for training and advancement, rates of pay and other types of compensation, benefits, and other aspects of employment.

The Company complies with the requirements of all applicable federal statutes, executive orders, and regulations with regard to equal employment opportunity and the affirmative action obligations of government contractors, including affirmative action to ensure equal employment opportunity for minorities, women, disabled individuals, and covered veterans in accordance with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974.

As part of this commitment, the Company maintains an Affirmative Action Program, in accordance with specifications and standards established by applicable executive orders, federal rules and regulations. This program includes the creation of Affirmative Action Plans annually. A designated member of Corporate Legal Compliance is responsible for establishing and monitoring the implementation of the Company’s Affirmative Action Program.

This policy and the Company's practices will be reviewed periodically to determine whether existing procedures ensure careful, thorough and systematic consideration of the qualifications of applicants and employees for job vacancies and training opportunities.

The Company will take the following steps to ensure its Affirmative Action Program and equal employment opportunity message has sufficient outreach and awareness:

- Establish contacts with organizations servicing minorities, veterans, and individuals with disabilities for purposes of advice, technical assistance and referral of potential employees.
- Make managers and new employees aware of the Company's affirmative action responsibilities and its equal employment opportunity obligations.
- Post copies of this Policy at each of the Company's U.S. facilities in conspicuous locations.
- Ensure that all employment advertisements indicate Charles River is an equal opportunity employer.
- Conduct audits to ensure compliance and measure progress toward potential workforce goals.

In furtherance of the Company's affirmative action and equal employment opportunity principles:

- Qualified individuals with disabilities will be provided with reasonable accommodations in compliance with the law.
- Employees are encouraged to immediately report any incident they believe might violate this Policy to a supervisor/manager, site head, local Human Resources Representative or Corporate Human Resources.

As described in the Company's Anti-Retaliation Policy, the Company prohibits retaliation of any kind against any employees who in good faith make complaints, raise issues and/or concerns, participate in investigations, refuse to participate in suspected or wrongful activity or exercise workplace rights based on their reasonable belief that a violation of the Company's Code of Business Conduct and Ethics and/or laws or regulations has occurred or would be perpetuated.

GENERAL

The Company reserves the right to amend or terminate this Policy at any time as the Company deems necessary.

SCOPE

All employees of Charles River Laboratories, Inc. (and its affiliates and subsidiaries) located in the United States.

DEFINITIONS

Affirmative Action Plan – a plan designed to evaluate an employer’s workforce to ensure it reflects the gender, racial, and ethnic profile of the labor pools from which the employer recruits and selects.

RESPONSIBILITIES

Any questions related to the interpretation of this Policy and/or a particular subject matter/action included in this Policy shall be directed to the Company’s Corporate Senior Vice President, Global Human Resources.

RELATED DOCUMENTS

Preventing Harassment and Discrimination Policy

Anti-Retaliation Policy

Code of Business Conduct and Ethics