Equal Opportunity, Affirmative Action and Inclusion Policy

POLICY NUMBER: HR-302
TITLE: Equal Employment Opportunity and Affirmative Action
OWNER: Corporate Human Resources
LAST REVIEW DATE: January 6, 2016

1.0 Purpose

EMC is committed to the principles of equal employment opportunity and affirmative action, and we encourage a creative, diverse and inclusive work environment.

2.0 Scope

This policy applies to all EMC Corporation employees worldwide (except to the extent otherwise required by applicable law), including employees of all EMC divisions and wholly-owned subsidiaries.

3.0 Policy

EMC is an equal opportunity employer and all of the executives of EMC recognize the value of every individual in creating success for our customers, business partners, shareholders, employees and communities. Equality, opportunity and inclusion allow all of us to feel part of EMC, and to contribute fully to our results. Working together, we can maximize innovation, provide the best customer experience and extend EMC’s market leadership. To achieve this, we continue to be committed to developing an environment in which every employee feels free to bring unique experiences and perspectives to the company and realize his or her potential.

We are committed to recruiting, hiring, developing and promoting employees without discrimination. As a global employer, this commitment includes complying with all laws in the countries in which we operate. But we believe equal employment practices should not be limited to what the law requires. Equal opportunity and inclusion are essential to motivate, empower and recognize the best in everyone.

EMC does not discriminate in any area of employment including compensation, benefits, hiring, promotions and terminations, company-sponsored training, education, tuition assistance, and social and recreational programs. We believe all employees should be treated with respect and actions should be based on job-related factors. Employment actions must not be based on race, color, religion, creed, gender (including pregnancy), sexual orientation, marital status, gender identity or expression, national origin or ancestry, genetics, age, disability status, protected veteran status, citizenship status when otherwise legally able to work, or any other characteristic protected by law. EMC 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 except in very limited circumstances identified by law.

All EMC employees are required to promote equal opportunity and inclusion, and managers have a special responsibility to monitor all actions in their respective areas of supervision, and ensure compliance to the fullest extent possible.

Affirmative Action Obligations as a U.S. Government Federal Contractor

EMC is also committed to the advancement of equal opportunity by seeking to increase the number of employees
in traditionally underrepresented groups at all levels of the organization, reasonably accommodating qualified individuals with disabilities, and providing flexibility where possible to allow employees to be most productive and successful.

As a U.S. federal government contractor, EMC is committed to meet its affirmative action obligations to make good faith efforts to expand the pool of qualified minorities, females, veterans and individuals with disabilities to address areas of underutilization through outreach, recruitment, training opportunities and other activities. Our intentions and actions in this regard are a cornerstone of our affirmative action program. We work cooperatively with government agencies, educational institutions, and private organizations concerned with employment opportunities for women, minorities, disabled persons, and protected veterans. EMC’s affirmative action program is in accordance with federal requirements for government contractors. EMC maintains affirmative action plans to further these objectives. The full text of our affirmative action program is available for inspection in the Human Resources Corporate Compliance Department during normal business hours. Please contact Nicole Wetmore, Director of Immigration & Compliance and Equal Opportunity Administrator for EMC, for further information at 508-249-5888.

**Reporting Incidents in Conflict with this Policy**

Employees are encouraged to report incidents perceived to be in conflict with this policy. There are numerous avenues available as described in EMC’s Anti-Harassment Policies and Business Conduct Guidelines. Employees may report incidents to their applicable Human Resources Operations Manager, the Office of the General Counsel, the toll-free hotline (U.S. 877-764-0557), or as your local policy provides. Employees may also bring reports directly to the Executive Vice President of Human Resources. EMC will not retaliate against any person for reporting an incident reasonably perceived to be in conflict with this policy, or for filing a complaint with any government agency.

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