



Policy PM101.GLO: Equal Opportunity

Core Lab supports a zero-tolerance position on discrimination and is committed to providing equal opportunity to all employees and applicants for employment in accordance with local labor laws and regulations.

SCOPE

This policy applies to Core Laboratories and all affiliated and related entities (collectively “Core Lab”), globally, unless stated otherwise or inconsistent with applicable laws and regulations in certain jurisdictions.

DEFINITIONS

1. Equal Opportunity is treating individuals without discrimination regardless of characteristics including, but not limited to, race, color, sex, sexual orientation, gender identity, national origin, age, disability, religion, genetic information, protected veteran or uniformed service member status, and any other characteristic protected under applicable law.
2. Discrimination is refusing to employ, barring from employment, or passing judgement in employment opportunities based on various factors unrelated to an individual’s ability. Examples of discrimination include, but are not limited to:
 - Preferring a candidate for hire or current employee based solely on personal characteristics, or denying a candidate for hire or current employee based solely on personal characteristics.
 - Terminating an employee based on personal characteristics
 - Making inappropriate or off-color comments to an employee based on personal characteristics
 - Taking away assignments or shifts, including desirable assignments or shifts, without a professional purpose for doing so
 - Exhibiting favoritism during promotions instead of promoting based on professional merit.
3. Employment Opportunities include those actions that affect an individual’s employment or continued employment, such as, but not limited to:
 - Sourcing, Interviewing and (Re)Hiring
 - Promotions and Transfers
 - Performance Evaluations
 - Raises and Bonuses
 - Disciplinary Actions
 - Terminations
 - Job Assignments and Project Teams
 - Development and Training

OVERVIEW

Core Lab is an equal opportunity employer. It is our goal to cultivate the richness of diverse backgrounds, perspectives, experiences, and skills that make up our culture of unity and global community. To this end, it is Core Lab’s policy to treat everyone with dignity and respect, and without discrimination, in accordance with local labor laws, by:

- Complying with both the letter and the spirit of all applicable laws and regulations governing employment.
- Taking all necessary steps to provide equal opportunity to all qualified employees and applicants for

employment in all aspects of employment.

- Prohibiting discrimination in any employment decision or in the administration of any policy on the basis of characteristics protected by local labor laws and regulations.
- Making reasonable accommodations as outlined in policy.
- Prohibiting any form of harassment, or unprofessional behavior as outlined in Policy PM402.GLO: Harassment and Unprofessional Behavior.
- Prohibiting any form of retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an investigation, as outlined in Ethics Policy 1145: Non-Retaliation for Reporting.
- Advising employees of their right to report violations of this policy.

DISSEMINATION AND IMPLEMENTATION OF POLICY

1. The President of Core Lab fully supports the Company's policy and responsibilities concerning EEO and anti-discrimination practices.
2. The HR compliance manager serves as the EEO Compliance Officer for Core Lab and is responsible for establishing and maintaining internal audit and reporting systems for the effective measurement for all levels of the company.
3. The HR Compliance Department is charged with the responsibility for overall development, implementation, coordination, and dissemination of information regarding EEO to all management personnel of Core Lab as well as maintaining personnel records in compliance with applicable laws and regulations.
4. Business Unit presidents, managers, and supervisors are responsible for implementing equal employment practices within their business unit.
5. All locations are required to post this policy and awareness poster in a place that is easily viewable and accessible by all employees and visitors to the location.

RESPONSIBILITIES

Everyone is responsible for preventing discrimination by:

1. Treating others with courtesy and respect in all work relationships,
2. Eliminating discriminatory behavior,
3. Reporting harassment, discrimination, and unprofessional behavior to Human Resources, or the Law Department via the Ethics Helpline at Ethics@corelab.com so that each concern can be investigated promptly and resolved appropriately. *

* Individuals in the United States may also utilize the U.S. Equal Employment Opportunity Commission (EEOC) as an avenue for lodging complaints. Additionally, those in California may also utilize the California Department of Fair Employment and Housing.

REPORTING AND INVESTIGATIONS

Anyone who believes that he or she has been the victim of discrimination, or who has knowledge of that kind of behavior, is urged to report such conduct immediately without fear of retaliation. Managers and supervisors *are required* to report instances of discrimination immediately.

All complaints will be investigated promptly and impartially without discriminatory employment effect thus providing all parties' appropriate due process. A reasonable conclusion based upon the evidence collected will be made and will be kept confidential to the extent possible. In the event that inappropriate behavior is found at the conclusion of the investigation, appropriate measures shall be taken, up to and including dismissal.

RETALIATION

Pursuant to Ethics Policy 1145: Non-Retaliation for Reporting, Core Lab prohibits retaliation against an individual who reports unequal treatment or discrimination or who participates in an investigation of such in good faith.

CONSEQUENCES OF NONCOMPLIANCE

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Core Lab will promptly, thoroughly, and fairly investigate every issue that is brought to its attention and will take disciplinary action, when appropriate, up to and including dismissal.

Core Lab reserves the right to amend or modify this policy at any time.

