

Equal Employment Opportunity Policy

The Vision of The Bank of San Antonio (TBOSA) is to be the preferred financial solutions partner known for our people, service and performance. Fundamental to our vision is our obligation to honor our workforce and create a welcoming place for all by ensuring all employees are treated with dignity and respect.

The success of TBOSA requires the support and commitment of every employee. We intend to utilize the unique talent, dedication and skills of everyone and promote a climate of innovation, opportunity and success. TBOSA is committed to the full and meaningful implementation of Equal Employment Opportunity (EEO) policies.

Scope

Our policy is to apply these principles and mandates fairly and consistently. TBOSA prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, religion, sex, sexual orientation, gender identity, national origin, marital status, age, disability or genetic information or veteran status. TBOSA conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, TBOSA will take action to employ, advance in employment and treat protected persons without discrimination in all employment practices.

This policy applies to all aspects of the relationship between TBOSA and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working Conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business with TBOSA.

Policy Implementation

The Executive Officers of TBOSA will be responsible for the dissemination of this policy. Managers are responsible for implementing equal employment practices within each department. The Human Resources department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

TBOSA administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the required statements for an Equal Opportunity Employer.
- Posting all required job openings with the appropriate state agencies.
- Training managers to ensure complete understanding of their role and responsibility.
- Forbidding 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 EEO agency proceeding.

- Expects and urges all employees to report in good faith to a member of management or Human Resources any apparent discrimination or harassment. The report should be made timely and without fear of retaliation.
- Taking prompt and necessary action to investigate and respond to any such report to resolve the situation.

TBOSA's values of Integrity, Ownership, Service, Performance and Adaptability reflect our desire to cultivate an inclusive environment in which every employee is respected and valued. Everyone shares in the responsibility for creating and maintaining a workplace free of discrimination, harassment and reprisal. This is another way TBOSA can and will make a positive difference in San Antonio and beyond.