

## Equal Employment Opportunity (EEO)

Sage is committed to Equal Employment Opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Sage will be based on merit, qualifications, and abilities. Sage does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, protected disability, veteran status, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable law.

## Affirmative Action Plan (AAP) (Sage Software, Inc. only)

It is Sage Software, Inc.'s policy, as a federal contractor, to develop and implement written affirmative action compliance programs in order to assure applicants and employees the right to equal employment opportunities. In accordance with federal requirements, each location of the company with 50 or more employees shall maintain separate affirmative action plans. Such plans shall be available for inspection by employees and applicants upon request by contacting your local Sage office and scheduling an appointment during normal business hours. For remote employees and employees of locations with less than 50 employees, please contact your HR representative to arrange for inspection of the applicable affirmative action plan.

Sage is an equal opportunity workplace and affirmative action employer. We participate in E-Verify.

## E-Verify Program

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Sage participates in E-Verify, a service of the Department of Homeland Security and the Social Security Administration for this purpose. Attached are posters to inform you of your legal rights and protections under this program:

- **E-Verify Participation Poster:**
  - [https://www.uscis.gov/sites/default/files/USCIS/Verification/E-Verify/E-Verify\\_Native\\_Documents/E-Verify\\_Participation\\_Poster.pdf](https://www.uscis.gov/sites/default/files/USCIS/Verification/E-Verify/E-Verify_Native_Documents/E-Verify_Participation_Poster.pdf)
- **Right to Work Poster:**
  - [https://www.uscis.gov/sites/default/files/USCIS/Verification/E-Verify/E-Verify\\_Native\\_Documents/IER-RighttoWorkPoster.pdf](https://www.uscis.gov/sites/default/files/USCIS/Verification/E-Verify/E-Verify_Native_Documents/IER-RighttoWorkPoster.pdf)

## Job seekers

We will use the personal information you submit in our online job application to fill the specific position you apply for. After this position is filled, we will retain the information submitted for the time required by applicable law or in accordance with our standard practice, whichever is longer. We will not release information submitted in online job applications to third parties except to appropriate governmental entities and/or our service providers as necessary in connection with recruiting, employment, corporate governance, acquisitions, and legal or regulatory requirements. We require that our service providers keep your personal information confidential as well. In addition, to prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate procedures to safeguard the information we collect online. You may submit requests or concerns about this policy or use of your personal information by email to [RecruitingNA@sage.com](mailto:RecruitingNA@sage.com).