



## **GENETIC INFORMATION NONDISCRIMINATION AND PRIVACY POLICY**

### **1. OVERVIEW**

At Rise Baking Company, we are committed to ensuring a safe, respectful, and legally compliant workplace for all employees. As part of our dedication to upholding federal and state laws, we want to inform you about two important pieces of legislation: the Genetic Information Nondiscrimination Act (GINA) and the Genetic Information Privacy Act (GIPA) in Illinois, which protects you from discrimination based on genetic information.

### **2. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)**

GINA is a federal law that prohibits discrimination based on genetic information in both health coverage and employment. Specifically:

- Employment Protection: Employers cannot use genetic information to make decisions about hiring, firing, promotions, or any other employment-related decisions.
- Health Insurance Protection: Health insurers are prohibited from using genetic information to determine eligibility, premiums, or coverage terms.

### **3. GENETIC INFORMATION PRIVACY ACT (GIPA)**

In addition to GINA, GIPA is an Illinois state law that provides additional protection for genetic information. Under GIPA:

- Employers and insurers are prohibited from requesting, requiring, or purchasing genetic information about an individual or their family members.
- Any genetic information collected by an employer must be kept confidential and cannot be disclosed without the individual's informed consent.



#### 4. **OUR COMMITMENT**

Rise Baking Company is fully committed to complying with both GINA and GIPA to protect your genetic information. We do not collect, use, or disclose genetic information for any employment-related decisions or for insurance purposes. Your genetic information will not be used in any way that could lead to discrimination or unfair treatment.

#### 5. **WHAT IS CONSIDERED GENETIC INFORMATION UNDER GINA?**

As defined by GINA, genetic information includes:

- Family medical history
- The results of genetic tests for you or your family members
- Information about whether you or a family member have sought or received genetic services
- Genetic information related to a fetus carried by you or your family member, or an embryo lawfully held by you or a family member receiving assisted reproductive services

In compliance with 29 CFR 1635.8(b)(1)(B), we ask that you do not provide any genetic information when responding to requests for medical information. Specifically:

*"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, **we are asking that you not provide any genetic information when responding to this request for medical information.**"*

#### 6. **NO COLLECTION OF GENETIC INFORMATION**

At Rise Baking Company, we do not collect genetic information unless explicitly required by law, and we will never request or require it in our employment processes or for insurance purposes. If we do happen to collect genetic information for a lawful reason, we will take every step necessary to ensure its confidentiality and comply with both GINA and GIPA regulations.

#### 7. **CONFIDENTIALITY AND PROTECTION**

We take your genetic information seriously and will maintain strict confidentiality. We will ensure that all genetic information is securely protected against unauthorized access or disclosure. We will never share your genetic information with third parties, except as required

by law or with your informed consent.

## 8. **YOUR RIGHTS UNDER GINA AND GIPA**

Under both GINA and GIPA, you have the following rights regarding your genetic information:

- **Non-Discrimination:** You are protected from discrimination in employment and health insurance based on genetic information.
- **Informed Consent:** Any genetic information we do collect will only be used with your informed consent, and we will not disclose it without your permission unless required by law.

## 9. **CONTACT US**

If you have any questions or concerns about how your genetic information is handled or if you believe there has been a violation of GINA or GIPA, please contact our Human Resources department:

Rise Baking Company  
Human Resources Leadership Team  
Email: [HR-Customer-Service@RiseBakingCompany.com](mailto:HR-Customer-Service@RiseBakingCompany.com)

## 10. **COMPLIANCE AND UPDATES**

We are committed to continually reviewing and ensuring compliance with all relevant laws, including GINA and GIPA. If any changes to this policy are made, we will update you accordingly.

Effective Date: March 31, 2025  
Last Updated Date: March 31, 2025