

Equal Employment Opportunity

Purpose

To establish and maintain a diverse workforce with equal opportunities for all employees and applicants for employment.

Policy

No person is to be discriminated against in employment or hiring decisions because of race, color, age, religion, sex, national origin/ancestry, citizenship, sexual orientation, marital status, disability, status as a disabled veteran or veteran of the Vietnam era, or any other legally protected characteristic or activity.

This policy applies to all terms, conditions and privileges of employment including, but not limited to, recruiting, hiring, training, performance evaluation, promotion, demotion, transfer, compensation, benefits, layoff and recall, social and recreational programs, employee facilities, discipline, termination, and retirement.

Any employee who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination of employment in accordance with Tellabs' Corrective Action Policy.

Reasonable Accommodations

Tellabs will make reasonable accommodations for all employees or applicants with disabilities (as defined by applicable law), provided the individual is otherwise qualified to safely perform the essential functions and assignments connected with the job and provided such accommodations do not impose undue hardship on Tellabs. If an employee or applicant has a disability that requires an accommodation in order to apply for employment, perform his or her job, or otherwise enjoy the benefits and privileges of employment, the employee is urged to consult Human Resources.

Communication

Federal and state government nondiscrimination posters, as well as this policy, are displayed prominently in conspicuous locations in all facilities.

Notices, advertisements, forms, job descriptions and other specifications relating to employment shall not indicate any preference, limitation or discrimination based on race, color, age, religion, sex, national origin/ancestry, citizenship, sexual orientation, disability, status as a disabled veteran or veteran of the Vietnam era, or any other legally protected characteristic or activity. All employment advertisements placed by Tellabs or its contract recruiters include the phrase: "EEO/AA Employer."

Reporting a Complaint

Any employee, applicant for employment or employee of a contractor assigned to work at Tellabs who believes the words or conduct of a supervisor or another employee (or a non-employee with whom he or she interacts on the job) are discriminatory should report the situation as soon as possible. Any report or complaint should be made to the employee's supervisor, department management, a human resources representative, or a representative of the law department.

Investigating a Complaint

Complaints of discrimination are to be managed and investigated by Human Resources and/or the Law Department. Human resources and/or the law department will investigate the complaint promptly and in as confidential a manner as possible under the circumstances. A timely resolution of each complaint will be reached and communicated to the parties involved. Where appropriate, Tellabs will take immediate corrective action designed to stop the improper conduct and correct its effects.

Protection Against Retaliation

Tellabs prohibits any form of retaliation against any person for making a good faith complaint under this policy or assisting in any investigation. Any person who reports an incident or has assisted in an investigation, and who has been coerced, intimidated or threatened in any manner for doing so, should follow the reporting procedure described above.

Responsibilities

Management: Every manager and supervisor is responsible for ensuring that all employees within his or her area of supervision are aware of this policy, and for ensuring that all personnel decisions are made in accordance with this policy. If a manager becomes aware of any conduct which the manager believes to be a violation of this policy, he or she shall take prompt action to eliminate such behavior and immediately report the behavior to human resources and/or the Law Department. If a manager receives a complaint of discrimination, the manager should immediately inform Human Resources.

Employees/applicants: Any employee or applicant who believes that the words or conduct of a supervisor, another employee or a non-employee are discriminatory is encouraged to report the situation as soon as possible to the employee's supervisor, department management, or Human Resources. Employees are also expected to cooperate and provide truthful and accurate information in any investigation conducted in connection with this policy.



Human Resources: The human resources department, along with the law department, is responsible for enforcing this policy, among other ways by thoroughly investigating all reports and complaints of discrimination.

Law Department: The law department is responsible for supporting the human resources department in enforcing this policy and in its investigation of all reports of discrimination. The law department may, in select cases, conduct the investigation of a report or complaint of discrimination under this policy.

Definitions

Affirmative Action (AA): Pro-active steps taken to employ, or advance in employment, qualified women, minorities, individuals with disabilities, veterans and Vietnam-era veterans in accordance with applicable federal, state or local statutes, executive orders and implementing rules or regulations.

Disability: A physical or mental impairment that substantially limits one or more major life activity.

Disabled Veteran: An individual who is entitled to disability compensation under the laws administered by the Veterans Administration or who was discharged or released from active duty in the Armed Forces because of a disability incurred or aggravated in the line of duty.

Discrimination: Illegal treatment of a person(s) based on race, color, age, religion, sex, national origin/ancestry, citizenship, disability, sexual orientation, marital status, disabled veteran, or any other legally protected status.

Equal Employment Opportunity (EEO): Employment without discrimination based on race, color, age, religion, sex, national origin/ancestry, citizenship, disability, sexual orientation, marital status, disabled veteran, Vietnam-era veteran, and/or any other legally protected status.

North America

Tellabs
One Tellabs Center
1415 West Diehl Road
Naperville, IL 60563
U.S.A.
+1 630 798 8800
Fax: +1 630 798 2000

Asia Pacific

Tellabs
3 Anson Road
#14-01 Springleaf Tower
Singapore 079909
Republic of Singapore
+65 6215 6411
Fax: +65 6215 6422

Europe, Middle East & Africa

Tellabs
Abbey Place
24-28 Easton Street
High Wycombe, Bucks
HP11 1NT
United Kingdom
+44 871 574 7000
Fax: +44 871 574 7151

Latin America & Caribbean

Tellabs
1401 N.W. 136th Avenue
Suite 202
Sunrise, FL 33323
U.S.A.
+1 954 839 2800
Fax: +1 954 839 2828