

## Equal Employment Opportunity and Affirmative Action Policies

This is to reaffirm the AtriCure, Inc. policy of providing Equal Employment Opportunity (EEO) to all employees and applicants for employment in accordance with all applicable EEO/affirmative action (AA) laws, directives and regulations of Federal, State, and local governing bodies or agencies thereof including but not limited to Executive Order 11246.

1. Through its responsible managers, AtriCure, Inc. recruits, hires, upgrades, trains, and promotes in all job titles without regard to race, color, creed, marital status, sexual orientation, gender identity, ancestry, status with regard to public assistance, membership or activity in a local human rights commission, religion, sex, national origin, age, persons with a disability, or status as a special disabled veteran, or a veteran of the Vietnam Era, or any other legally-protected class, except where an individual's disability is a bona fide occupational qualification.

2. Managers shall ensure that all personnel actions such as compensation, benefits, personal or family leave, layoffs, returns from layoffs, AtriCure, Inc. sponsored training, educational tuition assistance, and social and recreational programs, shall be administered without regard to membership in any legally-protected class, except where an individual's disability is a bona fide occupational qualification.

3. Managers of AtriCure, Inc. shall base employment decisions on the principles of equal employment opportunity and with the intent to further our commitment to affirmative action and equal employment. At no time will any covered employee or covered applicant for employment, who exercises his/her rights pursuant to the AtriCure, Inc. AA Policy, be subjected to discipline or have his/her opportunities for employment adversely affected for doing so.

4. Managers shall take affirmative action to ensure that qualified individuals in legally-protected groups are introduced into the work force, are encouraged to aspire for promotion, and are considered as promotional opportunities arise. AtriCure, Inc. will evaluate the performance of management and supervisory personnel in part on their involvement in achieving affirmative action objectives.

5. AtriCure, Inc. invites any employee or any applicant for employment to review the AA Plan. Interested employees or applicants can make their request to their supervisor or Jennifer Jasper, AtriCure, Inc., EEO Officer. The AA Plan will be made available for inspection during normal business hours at 7555 Innovation Way, Mason, OH 45040. Any questions should be directed to Jennifer Jasper, EEO Officer; your supervisor; anyone in management; or me, Michael Carrel, President and CEO, AtriCure, Inc.

6. Applicants and employees are encouraged to assist AtriCure, Inc. in complying with EEO/AA record-keeping and reporting requirements by voluntarily self-identifying their disability, veteran status, gender and race or ethnicity group to which they belong. Providing this information is voluntary; refusal to provide the information will not result in any adverse treatment. Information Forms will be kept in a separate, confidential file and will be used only for government reporting purposes.

7. AtriCure, Inc. fully supports contracting with small businesses and/or businesses owned and controlled by women, minorities, and disabled persons.

8. AtriCure, Inc. fully supports incorporation of non-discrimination and AA rules and regulations into contracts.

9. Any AtriCure, Inc. employee or subcontractor who fails to comply with this policy and related statutes, directives, and regulations will be subject to disciplinary sanctions up to and including termination of employment or contract.

AtriCure, Inc. has appointed Jennifer Jasper to manage the EEO/AA programs. Jennifer Jasper will commit the necessary time and resources, both financial and human, to support the AtriCure, Inc. EEO/AA goals. Her responsibilities will include monitoring all EEO activities and effectiveness of this AA Plan, as required by Federal, State, and local agencies. I will receive and review any reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact Jennifer Jasper, EEO Officer, AtriCure, Inc., 7555 Innovation Way, Mason, OH 45040, 513-755-5337.



Michael Carrel, President and CEO, AtriCure, Inc.

1/17/2023  
Date