

NOTICE TO ALL EMPLOYEES AND PROSPECTIVE EMPLOYEES

This organization is a federal contractor subject to Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended and Section 503 of the Rehabilitation Act of 1973, as amended. This organization is committed to equal employment opportunity, and it is this organization's policy to take affirmative action to employ and advance in employment protected veterans (disabled veterans, recently separated veterans, Armed Forces service medal veterans, or active duty wartime or campaign badge veterans) and individuals with disabilities at all levels of employment, including the executive level. We will provide reasonable accommodation to known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the organization's business.

Our organization will recruit, hire, train, and promote individuals in all job titles, and will ensure that all other personnel actions are administered without regard to an individual's disability or protected veteran status. All employment decisions will be based only on valid job requirements. In addition, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of any federal, state, or local law requiring equal opportunity for protected veterans or individuals with disabilities; (3) opposing any act or practice made unlawful by Section 4212, Section 503, their implementing regulations, or any other federal, state, or local law requiring equal opportunity for protected veterans or individuals with disabilities; or (4) exercising any other right protected by Section 4212, Section 503, or their implementing regulations.

The affirmative action program for individuals with disabilities and protected veterans, except for confidential portions, shall be available for inspection upon request by any employee or applicant for employment during normal working hours at this location. Please contact the Human Resources Department with your request.

I am fully supportive of our affirmative action program and committed to the consistent implementation of our affirmative action and equal opportunity policies. I have delegated overall responsibility for these policies to Nicole Colen, VP, Human Resources, who is responsible for the implementation and auditing of these policies at this location. Complaints arising under this policy should first be directed to Nicole Colen, VP, Human Resources.



John Holmes, President & CEO
September 1, 2021

Equal Opportunity Policy for Protected Veterans and Individuals with Disabilities

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John Holmes, President & CEO
September 1, 2021

DATE: September 1, 2021
TO: All Employees and Applicants
FROM: John Holmes, President & CEO
SUBJECT: Reaffirmation of EEO Policy

You are our most important asset. Our continued success and development depends on the full and effective use of all our skills and talents to their fullest extent. Our organization has an obligation to hire and develop the best people we can find based on job-related qualifications and irrespective of race, religion, color, national origin, sex, sexual orientation, gender identity, age, disability, or veteran status. Any employment or personnel practice which injures some of our employees or applicants, however unintentional, injures us all.

Our organization is committed to the principles of Equal Employment Opportunity and Affirmative Action. It is the obligation of each officer, manager, and supervisor to ensure all employment activities are conducted in an equal and equitable fashion, without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, disability, or veteran status. Such activities include, but are not limited to: hiring, promotion, demotion, transfer, recruitment, advertising, layoff, discharge, rate of pay, and selection for training.

We will be measuring ourselves against specific objectives that will continue to move our organization toward full and equal participation of all employees in the numerous opportunities available here. Periodic analysis will ensure our progress towards these goals.



John Holmes
President & CEO

SECTION I

POLICY STATEMENT

**AFFIRMATIVE ACTION
PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES**

In order to eliminate and avoid discrimination against any employee or applicant for employment due to his/her being a protected veteran or an individual with a disability, it is the official policy of the Company to:

- A. Advance in employment qualified protected veterans and individuals with disabilities in an affirmative manner in all employment actions, including but not limited to recruiting, hiring, upgrading, promoting, transferring, demoting, laying off, recalling, terminating, training and compensating.
- B. Base employment decisions so as to further the principles of equal employment opportunity and ensure that all personnel actions and benefits are administered equally to all employees.
- C. Prohibit intimidation, harassment, threats, coercion, or discrimination against any individual because they have engaged in or may engage in any of the following activities: filing a complaint, assisting or participating in an investigation, opposing unlawful acts or practices, or exercising any rights protected by law or regulation.

Overall responsibility for the dissemination and implementation of this policy is assigned to Nicole Colen, VP, Human Resources, whom I have appointed as the Equal Employment Opportunity/Affirmative Action Program Coordinator for protected veterans and individuals with disabilities. Ms. Colen will monitor progress on an ongoing basis and undertake necessary steps to ensure the success of the program. I am fully supportive of our affirmative action program and committed to the consistent implementation of our affirmative action and equal opportunity policies.

If any employee has any suggestions, problems or complaints with regard to the Company's affirmative action plan for protected veterans or individuals with disabilities, he/she should feel free to contact the EEO/AAP Coordinator. This plan will be made available to employees for inspection during normal working hours in the Human Resources department.


John Holmes
President & CEO

September 1, 2021