

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

*Last Modified: 11/21/2019*

SAEC/Kinetic Vision Inc., DBA Kinetic Vision (“Kinetic Vision”) is an equal opportunity employer. We conduct our business without regard to race, color, age, religion, gender, sexual orientation, gender identity, national origin, disability, veteran status or other legally protected status, and Kinetic Vision expressly prohibits any form of workplace harassment based on any such status. This policy applies to all employment decisions Kinetic Vision makes, included but not limited to: hiring, placement, training, compensation, transfer, promotion and termination.

All employees are responsible for ensuring that this equal employment opportunity policy is implemented in all employment related decisions. Any discrimination or action under this policy will not be tolerated by Kinetic Vision. Further, any retaliation against an individual who has formally or informally complained about discrimination or has cooperated with an investigation of discrimination compliant is prohibited. Depending on the circumstances, Kinetic Vision will take action to correct any violations of this policy, up to and including termination.

Our continued success depends heavily on the full and effective utilization of qualified people. We will continue to direct our employment practices toward ensuring equal opportunity for all. Kinetic Vision intends that all matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, recalls, company-sponsored social and recreational programs, and all other treatment on the job be free of unlawful discriminatory practices and workplace harassment.

As a subcontractor to the federal government, Kinetic Vision is obligated to keep records, make reports to the federal government, develop written programs and otherwise document the results of our good faith efforts to ensure equality of employment opportunity at Kinetic Vision. In addition to federal law requirements, Kinetic Vision complies with applicable state and local laws governing non-discrimination in employment.

The administration and implementation of these important programs for women, minorities, individuals with disabilities, disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans and armed forces service medal veterans are the responsibility of Keisha Nakwa, HR Generalist. We ask that each manager and supervisor join us in full support of the principles of this policy. Violation of this policy is a disciplinable offense, up to and including discharge.

Additionally, Kinetic Vision has an Affirmative Action Plan. This Plan pertains to all activities, including hiring, placement, training, compensation, transfer and promotion, without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, disability, veteran status or any other category protected under applicable law.

Please immediately contact your group manager if you have comments or feel the guidelines outlined in this policy are not being respected. If they are unavailable, please reach out to Human Resources directly.