



EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, and DIVERSITY and INCLUSION

POLICY STATEMENT

Sayres and Associates Corporation is an equal employment opportunity and affirmative action employer. Sayres and Associates affirms its long-standing commitment to maintain a diverse workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives.

Under the affirmative action obligations imposed by Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) and the Jobs for Veterans Act (JVA), it is the policy of Sayres and Associates not merely to refrain from employment discrimination as required by federal, state, and local enactments, but to take positive affirmative action to realize for women, people of color, individuals with physical or mental disabilities and veterans full equal employment opportunity. It is also our goal to employ and advance in employment individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status. For purposes of this policy, protected veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans.

It is our belief that an organization achieves this goal only through leadership and focused implementation of a results-oriented affirmative action plan and equal employment opportunity without regard to race, color, ethnicity, national origin, ancestry, citizenship, sex, pregnancy, sexual orientation, gender identity, age, religion/creed, handicap/disability, genetic information/history, military/veteran status, or any other characteristic or condition protected by law. These policies maintain and enhance workforce diversity and apply to all employee actions including staffing, compensation, promotion, transfer, demotion, social and recreational programs, layoffs, employee benefits, training and development, disciplinary actions, employment termination, and other general conditions of employment.

Sayres will make a good faith effort to reasonably accommodate the physical and mental limitations of any employee or applicant for employment or for religious purposes unless such accommodation would impose undue hardship on the conduct of our business. We encourage applicants and employees to assist us in identifying accommodations that he or she may need to perform the job.

The Director of Human Resources has been appointed the role of the Equal Opportunity/Affirmative Action Officer and will audit, report, and evaluate activities which pertain to our EEO and Affirmative Action objectives. Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or Director of HR. If the circumstances make reporting an issue to either of these individuals difficult, feel free to contact any member of management. Retaliation against any employee for making an EEO claim or participating in the investigation of a complaint is strictly prohibited and will not be tolerated.

On a strictly voluntary basis, Sayres and Associates invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under the Sayres and Associates Affirmative Action Program to identify themselves to their manager, the Human Resources department or to senior leadership. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential. If you are interested in viewing the AAP for Employees with Disabilities and/or Protected Veterans, please contact the HR department during regular working hours.

The Chief Executive Officer fully supports the Affirmative Action Program and directs the responsibility of all those with employment responsibility to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of Sayres to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at Sayres.