



EQUAL EMPLOYMENT OPPORTUNITY, ANTI-HARASSMENT, AND NON-DISCRIMINATION POLICY

Statement of Policy

It is the policy and practice of the Company to provide and promote equal employment opportunities for all applicants and employees. The Company is firmly committed to maintaining a workplace based on our collective values which stress the quality of our services, the importance of teamwork, and the need for all employees to treat each other with dignity, fairness, and respect. Therefore, it is the responsibility of all employees to ensure that the concepts of equal employment opportunity, non-harassment, and nondiscrimination are understood, abided by, and carried out by everyone.

Prohibition on Discrimination and Harassment

It is the policy of the Company to hire, train, promote, compensate, and administer all employment practices without regard to race, color, sex, sexual orientation, age, veteran status, marital status, religion, medical condition, national origin, disability unrelated to the ability to perform essential job functions, or on account of membership in any protected category under federal, state, or local laws. Harassment of employees or applicants because they are members or affiliated with members of any of the foregoing protected groups is also prohibited and will not be tolerated. The Company will take appropriate measures in response to any such incidents which are reported. Every good faith effort will be taken by the Company to fulfill the objectives of this policy.

Our Equal Employment Opportunity policy pertains to employment, promotion, training and development, compensation, benefits, transfer, termination, disciplinary action, advertising and all other company operated employee plans and activities.

The Company believes that every employee has the right to work in an environment totally free of harassment and discriminatory conduct, joking, or epithets. Such behavior does not advance the purposes of our Company; it is also morally wrong and may subject the Company to legal exposure in certain circumstances. Toward that end, the Company's policy sets a standard of conduct that is higher than what federal, state, and local laws may require, as it forbids discriminatory or harassing conduct of the kind described in this policy even if the conduct does not rise to the level of a violation of applicable law. Consequently, any employee who engages in these types of prohibited conduct will be subject to disciplinary action, up to and including termination as determined by management of the Company.

Any form of discrimination is unacceptable in our facilities or client site facilities, plans or personnel actions. Any possible violation of these policies or federal, state or local laws should be immediately reported to the Company to conduct a formal and thorough investigation.

Application of The Policy to Non-Company Employees

The Company's policy also applies to the dealings of any employee with non-employees such as customers, vendors, and members of the public. Furthermore, the policy also applies to individuals who do business with the Company, who are present on the Company's premises, or who interact with any employee of the Company while the employee is on-duty.

A handwritten signature in black ink, appearing to read "C. Quintero", is written over a horizontal line.

Carolina Quintero
Culture and HR Manager