

# Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Mitratesch to not discriminate and to take affirmative action in affording equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status.

This includes, but is not limited to, the following:

- Hiring, placement, upgrading, transfer, demotion or promotion only on valid job requirements
- Recruitment, advertising or solicitation for employment
- Treatment during employment
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeship
- Layoff or termination

Employees and applicants of Mitratesch Holdings will not be subject to harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

It is the policy of Mitratesch to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act and any legislation on Equal Employment Opportunity.

We request the cooperation of our subcontractors, vendors and suppliers in our equal opportunity and affirmative action efforts and expect them to put in place equal opportunity and affirmative action policies as required.

In furtherance of Mitratesch's policy regarding Affirmative Action and Equal Employment Opportunity, we have developed a written Affirmative Action Program (AAP) which sets forth the policies, practices and procedures that Mitratesch is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. This Affirmative Action Program is available in the Human Resources office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact HR for assistance.

To learn more, please visit Equal Opportunity Office website at <https://www.eeoc.gov/employees-job-applicants>