

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Crown Consulting, Inc. (the “Company”) to not discriminate against any employee or applicant for employment because of race, color, sex, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, protected veteran status, or any other status protected by state or local law, and to provide equal employment opportunity and affirmative action for qualified individuals.

This policy statement is included in this Affirmative Action Program and is posted on Company bulletin boards. The Company will endeavor to recruit, hire, train, and promote persons in all job titles in accordance with this Affirmative Action Program. All other personnel actions are administered without regard to race, color, sex, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, protected veteran status, or any other status protected by state or local law, and all employment decisions are based only on valid job requirements.

The Veteran and Disabled Affirmative Action Plan shall be available to any employee or employment applicant for inspection in the Human Resources Department during normal business hours. Company management fully supports this policy. The Company’s EEO Coordinator has overall responsibility for: annually updating the Affirmative Action Plan and the implementation of affirmative action activities as may be required by law.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in any of the following activities:

- Filing a complaint.
- Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, as amended, Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998 or any other Federal, State or local law requiring equal opportunity for individuals regardless of race, color, sex, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, or protected veteran status.
- Opposing any act or practice made unlawful by Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, or its implementing regulations, Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998 or any other Federal, State or local law requiring equal opportunity for individuals regardless of their race, color, sex, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, or protected veteran status.
- Exercising any other right protected by Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, or its implementing regulations, or Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 or the Veterans Employment Opportunities Act of 1998.

AFFIRMATIVE ACTION STATEMENT

It has been and shall continue to be both the official policy and the commitment of Crown Consulting, Inc., including all its divisions (hereinafter referred to as “The Company”) to further equal employment opportunities for all persons, among others, regardless of race, color, sex, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, protected veteran status, or any other status protected by state or local law. The Company’s EEO policy, as well as its affirmative action obligations, includes the full and complete support of The Company, including its Chief Executive Officer.

Crown is a covered federal contractor or subcontractor subject to the requirements of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), as amended, and Section 503 of the Rehabilitation Act of 1973, as amended. As such, Crown is bound by the terms of VEVRAA and Section 503, and shall not discriminate against individuals with disabilities, and is committed to take affirmative action to employ and advance in employment protected veterans and individuals with disabilities.

Crown maintains an Affirmative Action Plan for the purpose of proactively seeking employment and advancement in employment of qualified protected veterans and individuals with disabilities. As an individual interested in employment with Crown or as one of Crown’s valued employees, Crown welcomes the opportunity to make its employees and applicants more aware of Crown’s obligations and affirmative efforts. Upon request, Crown will make accessible to you its Affirmative Action Plan for protected veterans and individuals with a disability. If you are interested, please submit a written request to the Human Resources Department during the HR Office’s operating hours (8 a.m. to 5 p.m.), and we can schedule a time for you to review the Affirmative Action Plan. For remote employees not physically located at the facility, you may request a copy of the Affirmative Action Plan for review that can be sent via mail or email.

This Affirmative Action Statement reaffirms the policy and commitment of Crown to equal employment opportunity for employees and job applicants. Crown endorses and will follow our equal employment opportunity policy in implementing all employment practices, policies and procedures.

All employees are expected to comply with our Equal Employment Opportunity Policy. Managers who are responsible for meeting business objectives are expected to cooperate fully in meeting our equal opportunity and affirmative action objectives and overall management performance will be evaluated accordingly.