



## **EQUAL OPPURTUNITY POLICY STATEMENT**

### **41 C.F.R. Section 60-741.44(a); 60-300.44(a)**

Navarro Research and Engineering complies with Section 503 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination by Federal government contractors and subcontractors against individuals on the basis of disability and requires affirmative action on behalf of qualified individuals with disabilities. Navarro also complies with the Vietnam Era Veterans Readjustment Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which prohibits employment discrimination against protected veterans by covered Federal contractors and subcontractors and requires each covered Federal contractor and subcontractor to take affirmative action to employ and advance in employment these veterans.

If you have a disability or are a veteran covered by the program, please notify us by contacting a Human Resources representative. Submission of this information is voluntary, and your refusal to provide it will not cause you to be subjected to harassment, intimidation, threats, coercion, or discrimination because you engage or may engage in any of the following activities:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 or VEVRAA or any other Federal, state, or local law requiring equal opportunity for individuals with disabilities or protected veterans;
3. Opposing any act or practice made unlawful by Section 503 or VEVRAA or their implementing regulations or any other Federal, state, or local law requiring equal opportunity for protected veterans or individuals with disabilities; or
4. Exercising any other right protected by VEVRAA or by Section 503 or their implementing regulations.

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

Navarro pledges full support to the Affirmative Action Program and policy of nondiscrimination and equal opportunity in compliance with Executive Order 11246, as amended, as well as applicable state and local laws, directives, and regulations. Navarro recruits, hires, trains, and promotes persons in all job titles without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, or protected veteran status. We ensure that hiring and promotion decisions are in accord with equal employment opportunity principles by imposing only requirements that are job related and do not have an adverse impact, and that other employment decisions further the principle of equal employment opportunity. Navarro ensures that all personnel actions such as compensation, benefits, company-sponsored training, education, tuition assistance, transfer, demotion, termination, layoff, return from layoff, and social and recreational programs are administered without regard to protected group status.

Equal opportunity can only be achieved through demonstrated leadership and aggressive implementation of a viable Affirmative Action Program. Our Affirmative Action Program sets forth specific affirmative action and equal employment opportunity responsibilities of managers, supervisors, and all employees. It is incumbent that employees not discriminate in any policy, practice, or procedure on the basis of protected group status. All employees are expected to make every reasonable effort to carry out their Affirmative Action Program responsibilities in spirit, as well as in letter, to assure that equal opportunity is available to all. We further expect all employees to demonstrate sensitivity to, and respect for, all other employees and to demonstrate commitment to the Company's equal employment opportunity and affirmative action objectives.

Administrative responsibility for this vital Affirmative Action Program, including regular monitoring and periodic reporting to top management, is delegated to EO Administrator Maggie Sims. This program is available for review upon request by any applicant or employee by contacting the EO Administrator during regular business hours.

A handwritten signature in black ink that reads "Susana Navarro-Valenti".

Susana Navarro-Valenti, President, Navarro Research and Engineering, Inc.

1 March 2018