



OFFSET STRATEGIC SERVICES (OSS) EQUAL EMPLOYMENT OPPORTUNITY (EEO) and AFFIRMATIVE ACTION POLICY STATEMENT

EEO

OSS is an equal employment opportunity employer. Employment opportunities, including terms and conditions of employment, are based solely upon qualifications and ability to do the work for which an employee is hired without regard to race, color, religion, creed, national origin, gender, sexual orientation, pregnancy, age, disability (protected categories), genetic information, protected veteran status, or any other characteristic protected by law.

OSS will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

OSS will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of OSS are requested to encourage qualified disabled persons, minorities, special disabled veterans, and Vietnam Era veterans to apply for employment.

It is the policy of OSS to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the company EEO Officer.

HARASSEMENT

In keeping with this EEO policy, OSS prohibits sexual harassment or harassment based on any other protected category. This prohibition means that employees are not permitted to harass each other, OSS customers, or OSS's suppliers/vendors in the Workplace, based on a protected category. OSS employees also should not suffer harassment at the hands of suppliers/vendors or customers.

AFFIRMATIVE ACTION

OSS is an equal opportunity and affirmative action employer. All employees that possess the authority to hire, or make recommendations to hire personnel, shall support our non-discriminatory policies by hiring for any vacancy a qualified applicant without regard to race, color, religion, creed, national origin, gender, sexual orientation, pregnancy, age, or disability (protected categories) genetic information, protected veteran status, or any other characteristic protected by law.



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OSS will take affirmative action to ensure that all other personnel actions such as compensation, benefits, transfers, lay-offs, return from lay-offs, OSS-sponsored training, education, tuition assistance, recruiting, hiring, promotion to all job classifications, social and recreational programs will be administered in the same manner.

OSS does not discriminate or retaliate against individuals for filing a complaint of discrimination, encouraging an individual to file a complaint of discrimination, participating in investigations of discrimination, or opposing discrimination. Retaliation is considered an act of revenge or adverse employment action taken against an employee or applicant.

While employed or during the application, interview, and recruitment process, please contact OSS Human Resources if you require reasonable accommodation due to a disability.

EMPLOYEE RESPONSIBILITY

Every employee is responsible for maintaining a harassment free work environment. Employees are expected and encouraged to immediately report any possible violation of these policies or complaints of discrimination to a Human Resources representative.

All complaints regarding violations of these policies will be thoroughly investigated, and appropriate corrective action will be taken. Retaliation for filing a complaint or cooperating with an investigation is strictly prohibited and will not be tolerated. All managers are required to support our commitment to a harassment-free work environment by preventing and addressing discrimination and harassment.