



## **Policies and Procedures**

**Policy No: 2-001: Equal Employment Opportunity/Affirmative Action**

**Revision: 14 | Effective: February 20, 2018**

**Original Effective Date: November 1, 1998**

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### **1. POLICY**

1.1 Science Systems and Applications, Inc. (SSAI) is committed to a program of equal employment opportunity without discrimination based on race, ethnicity, color, national origin, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, military/veteran status, disability, genetic information/history or any other personal characteristic protected by law. It is the policy of SSAI to not only refrain from employment discrimination as required by the various federal, state, and local enactments, but also to take positive affirmative action to realize full equal employment opportunity for women, minorities, individuals with disabilities and veterans. It is also our goal to employ and advance in employment individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

### **2. COMMENT**

2.1 In furtherance of this policy, SSAI will:

1. Recruit, hire, train and promote persons of all job classifications, without regard to race, ethnicity, color, national origin, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, military/veteran status, disability, genetic information/history or any other personal characteristic protected by law.
2. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only job-related requirements for promotion opportunities.
3. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, leaves, and SSAI-sponsored training, education, social and recreation programs will be administered without regard to race, ethnicity, color, national origin, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, military/veteran status, disability, genetic information/history or any other personal characteristic protected by law.
4. Take affirmative action on behalf of women, minorities, individuals with disabilities and protected veterans by actively recruiting and hiring qualified members of these groups.
5. Provide for the prompt, thorough, and impartial consideration of all complaints.
6. Identify and analyze problem areas in employment of women and minorities, and establish procedures for reducing such deficiencies; provide a program of action toward these ends and timetables for the achievement of equal employment opportunity in accordance with the spirit of the law.
7. Take affirmative action to reduce problem areas and to achieve certain goals, and continually measure, record, and report on progress toward their realization.
8. Make a good faith effort to reasonably accommodate the physical and mental limitation of any employee or applicant for employment or for religious purposes unless such accommodation imposes an undue hardship on the conduct of our business.
9. Prohibit harassment of employees and applicants because they are protected veterans or on the basis of disability, and conduct training to work toward preventing any harassment or discrimination before it occurs.
10. Prohibit retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing regarding SSAP's employment practices, or otherwise exercising



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their legal rights under any federal, state, or local EEO law requiring equal employment opportunity for protected veterans or individuals with disabilities. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

2.2 In furtherance of this policy, SSAI will not:

1. Discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay, the pay of another employee, or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:
  - a. In response to a formal complaint or charge, or
  - b. In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or
  - c. Consistent with the contractor's legal duty to furnish information

2.3 The Director of Human Resources, Ms. Diedre Jones, has been appointed the role of the Equal Opportunity Officer for SSAI and is responsible for ensuring the implementation of this policy and our equal employment opportunity and affirmative action program.

2.4 On a strictly voluntary basis, SSAI invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under SSAI's Affirmative Action Program (AAP) to identify themselves to their manager or the Human Resources department. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential.

2.5 If you are interested in viewing information about the AAP for Employees with Disabilities and/or Protected Veterans, please contact the Director of Human Resources.

2.5 Individuals who need assistance in clarification or resolution of EEO matters should also contact the Director of Human Resources.

2.6 SSAI President Anoop N. Mehta fully supports the AAP and directs those with employment responsibility to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of SSAI to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at SSAI.

### **3. EXCEPTIONS**

3.1 Exceptions to this policy require the approval of the SSAI's president or designee.