



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Command Security Corporation (“CSC” or the “Company”) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this Policy to effectuate these principles and mandates. CSC prohibits discrimination of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. CSC conforms to all applicable laws and regulations. Additionally, CSC will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

The Equal Employment Opportunity Policy (EEO) and anti-discrimination applies to all aspects of the relationship between CSC and its employees, and also includes affirmative action, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Work Conditions
- Wages and Salary Administration
- Employee Benefits
- Company Policies

The Policy and principles of EEO also apply to the selection and treatment of independent contractors, consultants, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with CSC.

### **Dissemination and Implementation of Policy**

The Officers of CSC are responsible for the dissemination of this Policy. Directors, Managers and Supervisors are responsible for implementing equal employment practices across the entire organization. The Human Resources Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

## **Procedures**

CSC administers our EEO Policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising job openings with the statement “An Equal Opportunity Employer—M/F/D/V.”
- Posting all required job openings with the appropriate State agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, a Human Resource representative, or the Employee Hotline any apparent discrimination. The report should be made within 48 hours of the incident.
- Promptly notifies Management and/or Human Resource Representative of all incidents or reports of discrimination and takes other appropriate measures to resolve the situation.

## **Remedies**

Violations of this Policy, regardless of whether an actual law has been violated, will not be tolerated. CSC will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.