**CCI EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of Crown Consulting, Inc. to actively implement equal employment for all employees and applicants with regards to recruiting, hiring, training, promoting, discharging, paying, administering benefits, and other aspects of employment.

The underlying objective of Crown Consulting, Inc. is to recruit and promote those individuals who are qualified for the position by virtue of job-related standards of education, training and experience.

We strongly encourage women, minorities, individuals with disabilities, and protected US veterans to apply to all of our job openings. We are an equal opportunity employer.

We confirm to all of the laws, statutes, and regulations concerning equal employment opportunities and affirmative action.

The Crown Consulting, Inc. policy concerning equal employment opportunity requires that:

In establishing qualifications for employment, no provision or requirement will be adopted that would be discriminatory on the basis of such protected characteristics as race, sex, color, creed, religion, national origin, citizenship, age, marital status, sexual orientation and gender identity or expression, pregnancy, US protected Veteran status, disability, genetic information and testing, personal appearance, family responsibilities or Family Medical Leave, matriculation, or political affiliation, or any other characteristic protected by law, except where a bona fide occupational qualification exists.

The company will comply with its legal obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) to provide reasonable accommodations to qualified individuals with disabilities. Every full or part time employee or applicant is invited to declare his/her disability to be eligible for reasonable accommodation. Crown will reasonably accommodate employees and applicants with disabilities, where to do so does not impose an undue burden on the company. Crown will determine what constitutes a reasonable accommodation and reserves the right to request additional medical examinations, evaluations, or other appropriate information.

The Equal Pay Act of 1963 prohibits the sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, efforts, and responsibility, under similar working conditions, in the same establishment.

Under the Genetic Information Nondiscrimination Act of 2008 applicants and employees are protected from discrimination based on genetic information. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information.

Crown will reasonably accommodate individuals pursuant to their religious requirements.

Applicants and employees may voluntarily submit protected characteristics information that the company may use in compliance with the federal government’s requirements for contractors.

Any job applicant, eligible candidate or employee who believes that he or she has been subjected to discrimination by employees, officers or agents of Crown Consulting, Inc. is requested to promptly report the incident or complaint directly to the corporate Human Resources Department for investigation and resolution of the matter. All Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, orally or in writing, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. All management personnel are responsible for compliance with the company’s policy of nondiscrimination. All employees will be held accountable to comply with the policy at all times.

**CCI 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, religion, color, national origin, sex, age, status as a protected veteran or status as a qualified individual with a disability. 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 Consulting, Inc. 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 Consulting, Inc. 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.