

Notice to Employees & Applicants
January 2018 Affirmative Action Plan Year

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Applied Research Associates, Inc. (herein ARA) not to discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, physical or mental disability, genetic information, status as a qualified covered veteran within the limits imposed by law, creed, marital status, status with regard to public assistance, familial status, or any other characteristic protected by law. It is also the policy of ARA to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, physical or mental disability, genetic information, status as a qualified covered veteran within the limits imposed by law, creed, marital status, status with regard to public assistance, familial status, or any other characteristic protected by law, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of ARA will not be subject to harassment on the basis of race, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, physical or mental disability, genetic information, status as a qualified covered veteran within the limits imposed by law, creed, marital status, status with regard to public assistance, familial status, or any other characteristic protected by law. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

As President and CEO of ARA, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of Equal Employment Opportunity and affirmative action throughout all levels of the company, I have selected Beth James, Human Resources Director, as the Equal Employment Opportunity (EEO) Manager for ARA. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of ARA's programs.

In furtherance of ARA's policy regarding Affirmative Action and Equal Employment Opportunity, ARA has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that ARA is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. This Affirmative Action Program is available in the Human Resources office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact Beth James for assistance.

We request the support of all employees in accomplishing Equal Employment Opportunity.

Dr. Robert H. Sues
President & CEO

