

Since 1983



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 457-9312 or (888) 892-0787 x2
Fax (757) 457-9345 or (888) 256-0082

Management Consulting, Inc. (MANCON)

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION COMPLIANCE PROGRAM
POLICY STATEMENT AND AFFIRMATIVE ACTION COMMITMENT

The undersigned, - Richard A. Clarke - President of Management Consulting, Inc. (MANCON), reaffirms that it is the policy of MANCON to:

1. Recruit, hire, train and promote persons in all job titles, without regard to race, color, age, sex or gender, gender identity, sexual orientation, religion, national origin, veteran status, genetic information, disability, or membership in any other protected class.
2. Base decisions on employment so as to further the principle of equal employment opportunity and affirmative action.
3. Ensure that promotion decisions are in accordance with principles of equal employment opportunity and affirmative action by imposing only valid requirements for promotional opportunities.
4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, age, sex or gender, gender identity, sexual orientation, religion, national origin, veteran status, genetic information, disability, or membership in any other protected class.
5. Conduct an active Affirmative Action Compliance Program to further the opportunities of qualified individuals, of protected classes, in our company and industry. An audit and reporting system will be established and analyzed data will be furnished to the undersigned.

Excerpts of the Affirmative Action Plan are available for employee review upon request. Employees should direct requests to MANCON's Human Resource Department.

Ms. Laura Sipes is MANCON's Equal Employment Opportunity (EEO) Coordinator in charge of the Affirmative Action Compliance Program (AACCP) telephone (757) 460-6308. She will meet with the undersigned periodically to discuss matters relative to EEO.

A handwritten signature in cursive script that reads "Tracy Ross".

Tracy Ross
Director of Human Resources

A handwritten date "2-20-19" written in cursive script.

Date Signed