



**POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY
FOR INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS**

Integrated Procurement Technologies (“IPT” or “the Company”) is fully committed to the concept and practice of equal opportunity affirmative action and equal employment opportunity for individuals with disabilities and for protected veterans. Therefore, it is the Company’s policy not to discriminate on the basis of disability or protected veteran status and to take affirmative action to employ and advance in employment qualified individuals with disabilities and individuals who qualify as protected veterans at all levels within the company. IPT will ensure that all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, will be administered without regard to disability or protected veteran status. The Company will also provide qualified applicants and employees with disabilities with reasonable accommodation needed, as required by law, and will ensure that all employment decisions are based only on valid job requirements.

IPT prohibits harassment of employees and applicants on the basis of disability or protected veteran status and will conduct training to try to prevent any harassment or discrimination before it occurs. The Company also prohibits 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 the Company’s employment practices, or otherwise seeking to exercise their legal rights under any Federal, State, or local law requiring equal employment opportunity for individuals with disabilities or for protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

In furtherance of IPT’s policy regarding affirmative action and equal employment opportunity, the Company has developed PO-507 IPT Affirmative Action Policy for the Disabled & Veterans (“AA Policy”) that sets forth the policies, practices and procedures that the Company is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and protected veterans is accomplished. The AA Policy is available for inspection by any employee or applicant for employment upon request, during normal business hours, at the Company’s offices. Interested persons should contact the Human Resources Office for assistance.

In order to ensure equal employment opportunity and affirmative action throughout all levels of the Company, IPT has designated Debbie Martinez, Chief Financial Officer/Human Resources Director, as the Company’s Equal Employment Opportunity (“EEO”) Officer. The EEO Officer will establish and maintain an internal



audit and reporting system that will track and measure the effectiveness of IPT's AAP and show where additional action is needed to meet the AA Policy's objectives.

IPT ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified. This covers all procedures related to the filling of job vacancies, either by hire or by promotion, as well as all training opportunities offered or made available to employees.

Based upon IPT's review of its personnel processes, the Company has implemented the following improvements to its personnel processes:

1. Ensuring accessibility of personnel processes. IPT will ensure that all requests for reasonable accommodation and any medical or disability-related information provided to the Company will be treated as confidential medical records and maintained in a separate medical file.
2. Inviting applicants to voluntarily self-identify as having a disability or as protected veterans before and after an offer of employment is made. Employees and applicants of IPT will not be subject to discrimination or harassment because of disability or protected veteran status.
3. Inviting self-identification of disability from all IPT employees every five years.
4. Modified applicant flow logs.
5. Documentation and Assessment of the Effectiveness of Outreach and Recruitment Activities
6. IPT will review physical and mental job qualification requirements whenever a job vacancy will be filled through either hiring or promotion and will conduct a qualifications review whenever job duties change. Additionally, the Company will post job listings on websites that actively connect employers with veterans and/or individuals with disabilities.
7. IPT will include the equal opportunity clause concerning the employment of qualified individuals with disabilities and protected veterans in all non-exempt subcontracts and purchase orders.

Managers and supervisors are hereby advised of the responsibilities under IPT's AAP for individuals with disabilities and protected veterans and of their obligations to:

- Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary;
- Ensure qualified applicants and employees with disabilities and protected veterans are treated in a



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nondiscriminatory manner in all employment practices, including when making selection decisions, such as for hire, promotion, training or to receive awards or bonuses;

- Provide reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities unless such accommodation would impose an undue hardship on the conduct of its business;
- Maintain confidentiality of any disability-related information and/or self-identification of protected veteran status obtained regarding any applicant or employee; and
- Ensure that nondiscrimination is adhered to in all personnel activities.