



## **EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION Statement of Policy**

It is the objective of CollabraSpace, Inc. to obtain qualified employees consistent with position requirements: to seek, employ, promote, and treat all employees and applicants for employment without regard to race, color, religion, national origin, creed, gender, age, marital status, or veteran status – or a person’s relationship or association with a protected veteran, including spouses and other family members, sexual orientation, gender identity, genetic information, disability or any other personal characteristic protected by applicable law. All individuals will be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and all other aspects of their employment without regard to their personal protected characteristics.

CollabraSpace, Inc. will make reasonable accommodations to the known physical or mental limitations of qualified individuals with disabilities or individuals requesting a religious accommodation, unless it would result in undue hardship to the Company. Any applicant or employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Director, Human Resources to request an accommodation. The individual should assist us in identifying the type of accommodation he or she needs to perform the job.

The Chief Operating Officer supports the Affirmative Action Program and directs the responsibility of supervisory employees to further the implementation of this policy and ensure conformance by their employees. Supervisory personnel as well as those responsible for hiring new employees must take all necessary action in the elimination of possible discrimination toward applicants and employees in all levels of employment and employee relations. It is also the policy of CollabraSpace, Inc. to maintain a working environment free of unlawful harassment and intimidation. Employees who violate this policy will be subject to disciplinary action.

All employees are responsible for seeing that this policy is continuously followed. Management shall work in furthering its implementation, monitoring the progress being made and representing the company if anyone wants to make inquiries concerning potential violations of this policy. CollabraSpace, Inc. expects all employees to conduct themselves with integrity and good moral character. Management will not tolerate a violation by any employee.

### **Affirmative Action**

Under the affirmative action obligations imposed by Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (VEVRAA), it is CollabraSpace Inc.’s policy to provide equal employment opportunities and to advance in employment qualified women, minorities, individuals with a disability and protected veterans. CollabraSpace Inc.’s policy of providing equal employment opportunities to qualified women, minorities, persons with a disability and protected veterans shall apply to all employment practices, which are based only on valid job requirements, including, but not limited to: promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training.



On a strictly voluntary basis, CollabraSpace, Inc. invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under CollabraSpace Inc.'s Affirmative Action Program to identify themselves to their manager or to the Director, Human Resources. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential. Employees or applicants interested in viewing the Affirmative Action Plans for Veterans or Individuals with Disabilities can contact the Director, Human Resources during working hours. For purposes of this policy protected veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans.

### **Reporting Issues Regarding EEO**

All employees should use the following process to report perceived or potential violations of the EEO and Non-Harassment Policies: Discuss the issue with their manager or the Director, Human Resources. In the event that circumstances make reporting an issue to the employee's manager or to the Director, Human Resources difficult, the employee may report the issue to any other member of management. All reports of possible violations of the EEO policies will be fully investigated. Anyone reporting such a violation will not be subjected to harassment, intimidation, threats, coercion or discrimination for such reporting.

