

# Equal Employment Opportunity Policy

## Policy #202408

(Last Updated 09/19/2024)

### Policy Statement

At EEC Solutions, we are dedicated to fostering a diverse and inclusive workplace where every individual is treated with equality, respect, and consideration. As an equal opportunity employer, we are committed to providing equal employment opportunities to all employees and applicants, regardless of race, ethnicity, beliefs, religion, marital status, gender, gender identity, citizenship status, age, veteran status, disability, or any other characteristic protected by law.

### Scope

This policy applies to all employees, prospective employees, suppliers, backers, associates, affiliates, and guests associated with EEC Solutions.

### Policy Objectives

- 1. Commitment to Equality:** We pledge to ensure fair treatment of all individuals in all aspects of employment, including but not limited to recruitment, hiring, promotions, transfers, pay rates, and terminations.
- 2. Compliance with Laws:** EEC Solutions complies with all applicable laws, rules, and regulations that prohibit discrimination against job applicants or employees based on race, ethnicity, religious beliefs, gender, gender identity, age, veteran status, marital status, physical challenges, or any other relevant factor.
- 3. Affirmative Action:** This policy mandates affirmative action in all employment practices to support diversity and equal opportunity.
- 4. Responsibility of Management:** Executives, upper and middle management, and supervisors are responsible for implementing and upholding this policy and ensuring compliance by all employees.
- 5. Investigation and Discipline:** Allegations of prohibited conduct will be investigated thoroughly. Employees found to have engaged in discriminatory practices will face disciplinary action. Supervisors and department heads who fail to act upon knowledge of such behavior will also be disciplined.

**6. Protection Against Retaliation:** Retaliation against any individual who reports discrimination or participates in an investigation is strictly prohibited and will result in immediate disciplinary action.

### **Reporting and Contact**

Any employee or individual who believes they have been subjected to discrimination or harassment should promptly report the issue. Concerns about the implementation or compliance with this policy should be directed to the Human Resources Department at [support@dbaeecsolutions.com](mailto:support@dbaeecsolutions.com).

### **Zero Tolerance**

EEC Solutions maintains a zero-tolerance policy towards any form of discrimination or harassment. This includes but is not limited to recruitment, advertising, hiring, placement, promotion, training, transfer, payment, benefits, termination, and all relevant terms and conditions of employment.

### **Review and Updates**

This policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements. Any updates or changes will be communicated accordingly.

### **Contact Information**

For questions or concerns regarding this policy, please contact the Human Resources Department at [HR@dbaeecsolutions.com](mailto:HR@dbaeecsolutions.com).

### **Effective Date**

This policy is effective as of 08/02/2018

EEC Solutions is committed to maintaining an inclusive work environment where every person is valued and respected. We appreciate your cooperation and support in achieving these goals.

*Alex Morales-Hernandez / CEO*

Signed Electronically