

Cole Engineering Services, Inc. EEO Statement

It is the policy of Cole Engineering Services, Inc. that we will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status, and we will ensure that all employment decisions are based only on valid job requirements.

Cole Engineering Services, Inc. is a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) and Section 503 of the Rehabilitation Act of 1973, as amended (Section 503). Cole Engineering Services, Inc. is committed to equal employment opportunity, and it is Cole Engineering Services, Inc.'s policy to take affirmative action to employ and advance in employment minorities, females, protected veterans and individuals with disabilities. Cole Engineering Services, Inc. will also provide reasonable accommodation to known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of our business.

As President, I support our company's affirmative action program.

Cole Engineering Services, Inc. ensures that all employment decisions are based only on valid job requirements. In addition, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of section 503, VEVRAA, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities or protected veterans; (3) opposing any act or practice made unlawful by section 503, VEVRAA, or their implementing regulations in this part, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities or protected veterans; or (4) exercising any other right protected by section 503, VEVRAA or their implementing regulations in this part.

Cole Engineering Services, Inc. will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Our affirmative action program contains an audit and reporting system which enables us to measure the effectiveness of our program, indicate any need for remedial action, determine

the degree to which our objectives have been attained, determine whether protected veterans and individuals with disabilities had had the opportunity to participate in company-sponsored activities, measure our compliance with the program's specific obligations, and document actions taken to comply with these obligations.

I have delegated responsibility for implementing our affirmative action program to Doreen Allison, HR Director.

Cole Engineering Services, Inc. employees and applicants may review the non-confidential portions of the affirmative action plans during regular business hours. Please contact a Human Resources Representative at (407) 674-8338, during normal business hours to review the affirmative action plan.



Bryan Cole
President
Cole Engineering Services, Inc.

9/15/20
Date