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Approver(s): Shane Reppert, Vice President	Date Approved: 09/28/2015

Policy: Equal Employment Opportunity (EEO) and Affirmative Action

Purpose: To eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, color, national origin, religion, marital status, age, sexual orientation, gender identity, disability, veteran status, and any other characteristic protected by law.

Scope: This policy shall apply to all personnel action decisions which affect employment, hire, termination, raises, and promotion or any other terms or conditions of employment.

Responsibilities:

The Vice President is responsible for ensuring compliance with the MultiLingual Solutions, Inc. EEO policy. An annual Affirmative Action Plan (AAP) will be completed and reviewed for current trends as it pertains to all aspects of employment practices within the organization.

All Managers are responsible for adhering to the MultiLingual Solutions, Inc. EEO policy when an employment action is taken.

Definitions:

- Equal Employment Opportunity (EEO) is the principle which ensures that all employees and potential employees are treated equitably and fairly, regardless of their race, color, national origin, sex, marital status, religion, age, disability/physical or mental limitations, sexual orientation or gender identity, genetic information, or veteran status.
- Merit is defined as assessing each person's skills and abilities against the needs of the job, and disregarding unlawful personal characteristics which are irrelevant to the job. Merit recognizes experience gained both inside and outside formal employment.
- Protected Veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans.

It is the policy of MultiLingual Solutions, Inc. to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, disability, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, participation in all company-sponsored employee activities, and other general conditions of employment. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, MultiLingual Solutions, Inc. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, protected veterans, and qualified individuals with disabilities are introduced into our workforce and considered for promotional opportunities.

MultiLingual Solutions will make a good faith effort to reasonably accommodate the physical and mental limitations of any employee or applicant for employment or for religious purposes unless such accommodation would impose undue hardship on the conduct of our business. We encourage applicants and employees to assist us in identifying accommodations that he or she may need to perform the job.

Employees interested in reviewing the Affirmative Action Plan for Individuals with Disabilities or Protected Veterans should contact the Vice President during regular working hours. If you would like to be considered under our Affirmative Action Plans for Employees with Disabilities or Protected Veterans, please indicate this to your supervisor or to the Vice President. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Information submitted will be kept confidential except where indicated in the Act.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violations of these policies are a disciplinary offense.

The EEO Officer is Shane Reppert, Vice President, and has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide the affirmative action program throughout MultiLingual Solutions, Inc. A notice explaining the company's policy will remain posted.

The President fully supports the Affirmative Action Program and directs the responsibility of all those with employment responsibility to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of MultiLingual Solutions to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at MultiLingual Solutions.



EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of MultiLingual Solutions, Inc. not to discriminate against any applicant for employment, or any employee because of race, sex, color, national origin, religion, marital status, age, sexual orientation, gender identity, disability, or veteran status.

MultiLingual Solutions, Inc. will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

MultiLingual Solutions, Inc. will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of MultiLingual Solutions, Inc. are requested to encourage qualified disabled persons, protected veteran, minorities, and women to apply for employment, on the job training or for accommodations for qualified disabled individuals.

It is the policy of MultiLingual Solutions, Inc. that all company activities, facilities, and job sites are non-segregated.

It is the policy of MultiLingual Solutions, Inc. to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to a supervisor or the company EEO Officer.

EEO Officer: Shane Reppert, Vice President
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Telephone: (301) 424-7444

Laurie Campos Sandler
President