

AFFIRMATIVE ACTION PROGRAM STATEMENT OF POLICY

Compunetix is committed to a program of equal employment opportunity without discrimination based on race, ethnicity, color, national origin, sex, religion, age, marital status, sexual orientation or any other personal characteristic protected by law. It is the policy of Compunetix not merely to refrain from employment discrimination as required by the various federal, state, and local enactments, but to take positive affirmative action to realize for women, minorities, individuals with disabilities and veterans full equal employment opportunity.

In furtherance of this policy, Compunetix will:

1. Recruit, hire, train and promote persons of all job classifications, without regard to race, ethnicity, color, religion, gender, national origin or other personal characteristics.
2. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only job-related requirements for promotion opportunities.
3. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, leaves, and Compunetix-sponsored training, education, social and recreation programs will be administered without regard to race, ethnicity, color, religion, gender, age, national origin, sexual orientation, or other protected status.
4. Take affirmative action on behalf of women, minorities, individuals with disabilities and veterans to actively recruit and place qualified members of these groups for employment with Compunetix;
5. Provide for the prompt, thorough, and impartial consideration of all complaints.
6. Identify and analyze problem areas in employment of women and minorities, and establish procedures for the elimination of such deficiencies; provide a program of action toward these ends and timetables for the achievement of equal employment opportunity in accordance with the spirit of the law.
7. Take affirmative action to eliminate problem areas and to achieve certain goals, and continually measure, records, and report on progress toward their realization.

The Director of Human Resources has been appointed the role of the Equal Opportunity Officer for Compunetix and is responsible for ensuring the implementation of this policy and our equal employment opportunity and affirmative action program.

On a strictly voluntary basis, Compunetix invites all individuals with a disability and covered veterans who are either employees or applicants for employment, and who wish to participate under Compunetix's Affirmative Action Program to identify themselves to their manager or the Human Resources department. 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.

If you are interested in viewing the AAP for Employees with Disabilities and/or Covered Veterans, please contact the Director of Human Resources, Ms. Becky Brennan, during regular working hours.

Individuals who need assistance in clarification or resolution of EEO matters should also contact the Human Resources Manager during regular working hours.

It is 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 Compunetix to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at Compunetix.