



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of Arcata Associates, Inc. not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. We encourage current minority and female employees to recruit other minorities and females. It is also the policy of Arcata Associates, Inc. to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status, and to base all employment decisions only on valid job requirements. We also encourage employees to seek or prepare for promotional opportunities through appropriate training. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of Arcata Associates, Inc. will not be subject to harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

As President and Chief Executive Officer of Arcata Associates, Inc., I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of Equal Employment Opportunity and affirmative action throughout all levels of the company, I have selected Arcata Associates, Inc. Human Resources Manager, Chris Higgins, as the Equal Employment Opportunity (EEO) Manager for Arcata Associates, Inc. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of Arcata Associates Inc. programs.

In furtherance of Arcata Associates, Inc. policy regarding Affirmative Action and Equal Employment Opportunity, Arcata Associates, Inc. has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that Arcata Associates is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. This Affirmative Action Program is available in the Human Resources office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact Arcata Associates, Inc., EEO Manager, Chris Higgins for assistance.

We request the support of all employees in accomplishing Equal Employment Opportunity.

**Tim Wong**  
**January 1, 2022**  
**Arcata Associates**