

**PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES
AFFIRMATIVE ACTION PROGRAM POLICY STATEMENT
AND AVAILABILITY OF THE AFFIRMATIVE ACTION PROGRAMS**

If you need an accommodation to access or read this policy, please contact Human Resources at 256-898-3431 or hr@trivector.us.

To provide equal employment and advancement opportunities to all individuals, employment decisions at TriVector Services, Inc. (“the Company”) will be based on merit, qualifications, and abilities based on valid job requirements. The Company does not discriminate in employment opportunities or practices on the basis of veteran status, including pre-JVA status, or disability, or any other characteristic protected by law. The Company does not exclude or deny equal jobs or benefits to, or otherwise discriminate against, a qualified individual because of the known protected veteran status or disability status of an individual with whom the qualified individual is known to have a relationship or association.

The Company will make reasonable accommodations for disabled veterans, pre-JVA special disabled veterans, and individuals with disabilities unless doing so would result in an undue hardship for the company.

The Company prohibits harassment of any individual on the basis of any characteristic listed above. For information regarding The Company’s internal policies for addressing complaints of harassment please refer to The Company’s Policy against Harassment.

The Company will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to protected veteran status or disability status, and ensure that all employment decisions are based only on valid job requirements. This equal opportunity policy governs all aspects of employment, including, but not limited to, recruitment, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

The Company’s President, Joey D. Shelton, Ph.D. is committed to a workplace that offers equal opportunity to all applicants and employees and is free from discrimination and harassment.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the Strategic Business Unit (SBU) Lead, Human Resources/EEO Administrator, or the President, who fully support all aspects of this policy.

Employees and applicants will not be subjected to reprisal, 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 any investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (VEVRAA), or the administration of section 503 or any other Federal, state or local law requiring equal opportunity for protected veterans or individuals with disabilities; or (3) opposing any act or practice made unlawful by VEVRAA or section 503, or their implementing regulations, or any other Federal, state or local law requiring equal opportunity for protected veterans or individuals with disabilities; or (4) exercising any other right protected by VEVRAA or section 503, or their implementing regulations, or any other Federal, state or local law or their implementing regulations.

The Company maintains an audit and reporting system that measures the effectiveness of the affirmative action program, indicates the need for remedial action, determines the degree to which objectives have been attained, determines whether known protected veterans or individuals with disabilities have had the opportunity to participate in all company sponsored educational, training, recreational, and social activities, measures overall compliance with the affirmative action program's specific obligations, documents the actions taken to comply with the aforementioned obligations and retains these documents as employment records subject to recordkeeping requirements, and responds to any specific complaints that applicants or employees file with The Company Human Resource office.

Overall responsibility for the implementation of The Company's equal employment opportunity programs and for affirmative action compliance activities is assigned to the HR Manager, who may be reached at 256-898-3431.

If you are a protected veteran or an individual with a disability, we would like to invite you to self-identify by completing voluntary self-identification forms. Providing this information is strictly voluntary on your part and failure to provide it will not adversely affect your employment. You may contact Human Resources at 256-898-3431 or hr@trivector.us to complete the voluntary self-identification forms now or at any time in the future. Information gathered from these forms will not be used for any adverse employment decisions. These forms will be maintained in a confidential file and will be used in accordance with government reporting requirements.

Finally, upon request, The Company's AAPs for Veterans and Individuals with Disabilities are available for review during regular business hours in the Human Resources office by contacting Human Resources at 256-898-3431 or hr@trivector.us.

Joey Shelton

Joey D. Shelton, Ph.D.
TriVector President

Nov 6, 2018

Date Signed








Veteran-Disability AAP Policy Statement.doc

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