



# Equal Employment Opportunity and Affirmative Action Policy Statement

*Effective 1 January 2024*

Equal Employment Opportunity is, has been, and will continue to be, a fundamental principle at Whiteboard Federal. It is the policy of Whiteboard Federal not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, lactation, national origin, age, marital status, genetic information, disability, or veteran status. It is also the policy of Whiteboard Federal 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. 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.

It is Whiteboard Federal's goal to create a work environment as free as possible from prejudice. Employees and applicants of Whiteboard Federal will not be subject to harassment based on race, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, lactation, national origin, age, marital status, genetic information, disability, veteran status. 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.

Government agencies periodically require reports on the status of protected employees. Whiteboard Federal may periodically ask employees to complete a voluntary data record to comply with government record-keeping, reports, and other legal requirements. This data is for statistical analysis with respect to the requirements for EEOC.

As President and CEO of Whiteboard Federal, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. To ensure dissemination and implementation of Equal Employment Opportunity and affirmative action throughout all levels of the company, I have selected Danielle Lynch, Director of Human Resources, as the Equal Employment Opportunity (EEO) Manager for Whiteboard Federal. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of Whiteboard Federal's programs.

In furtherance of Whiteboard Federal's policy regarding Affirmative Action and Equal Employment Opportunity, Whiteboard Federal has developed a written Affirmative Action Program which sets forth the policies, practices, and procedures that Whiteboard Federal is committed to ensure that our 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 Danielle Lynch at [dlockstad@whiteboardfederal.com](mailto:dlockstad@whiteboardfederal.com) or 571-525-2001 for assistance.

We request the support of all employees in accomplishing Equal Employment Opportunity. Appropriate disciplinary action may be taken against any employee willfully violating this policy.



**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

Whiteboard Federal 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. 41 CFR 60-1.35(c).

**Rachael Ayers**

**January 1, 2024**

**Whiteboard Federal**