

Equal Employment Opportunity Statement of Policy

It is the policy of Berkeley Research Group, LLC (“the Company”) not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Company.

The Company will continue to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by law in all employment practices as follows:

Employment decisions at the Company are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, upgrading, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination based upon the individual’s sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by law.

In accordance with federal requirements, employees may choose to voluntarily disclose their disability, and protected Veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used when making any employment decisions or in a manner inconsistent with the federal regulations. Employees and applicants with disabilities and disabled Veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Company makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee, unless such accommodations would impose an undue hardship on the operations of the Company’s business.

Berkeley Research Group, LLC, and our Chief Executive Officer are fully committed to principles of equal employment opportunity and affirmative action with respect to individuals with a disability and protected veterans. As Chief Executive Officer, I support the successful implementation of the Company’s Affirmative Action Programs. I have appointed Amanda Gray, EEO Officer for the Company, with responsibility for the implementation of the Company’s affirmative action activities. The EEO Officer has the full support of top management and the staff necessary to fully implement this Program. All managers and supervisors will take an active part in the Company’s programs to ensure all qualified employees and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Berkeley Research Group, LLC will solicit the cooperation and support of all employees for the Company’s Equal Employment Opportunity Policy.

The EEO Officer will implement and administer an audit and reporting system to ensure compliance with the Company's obligations, periodically measure the effectiveness of our Programs and identify any areas for potential remedial measures, as appropriate. In accordance with public law, the Company's affirmative action programs for qualified individuals with disabilities and protected Veterans are available for inspection in the Human Resources Department, Monday through Friday, from 9:00 a.m. to 5:00 p.m. upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review or hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and/or any other federal, state, or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations.



John "Tri" J. MacDonald III

Chief Executive Officer