

Equal Employment Opportunity Policy Affirmative Action Policy Statement

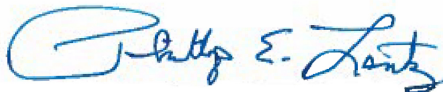
It is the policy of **Systems Planning and Analysis, Inc. (SPA)** not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, or because he or she is a protected veteran. It is also the policy of SPA 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, including apprenticeship, at all levels of employment.

Employees and applicants of SPA 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 of SPA, 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 Dennis M. Guzik, Director of Human Resources, as the Equal Employment Opportunity (EEO) Manager for SPA. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of SPA programs.

In furtherance of SPA policy regarding Affirmative Action and Equal Employment Opportunity, SPA has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that SPA 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 Dennis M. Guzik for assistance.

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



Phillip E. Lantz
President

20 Jan 2016

Date