

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Xcel Protective Services, Inc. (Xcel) not to discriminate against any employee or applicant based on race, color, religion, sex, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. It is also the policy of Xcel to take affirmative action to employ and advance in employment, all persons regardless of race, color, religion, sex, 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, 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. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate. As part of the company's equal employment opportunity policy, Xcel will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants of Xcel will not be subject to harassment on the basis of race, color, religion, sex, 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.

All managers and employees are expected to comply with the these policies. It is also the expectation managers will assist the company in meeting its objectives in these areas. Any employee who believes he or she has been discriminated against should immediately report the incident to their respective manager or corporate office for investigation.

If you have any questions regarding the above policies, please reach out to your Contract Manager or Human Resources for assistance. The corporate Human Resources department can be reached at 469-579-3496 or by email: hr@xcelprotective.com.