

# Equal Employment Opportunity Policy

## **Capsa Solutions, LLC**

It is the policy of Capsa Solutions, LLC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or protected veteran (i.e. disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of Capsa Solutions, LLC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination and selection for training, including apprenticeship, at all levels of employment

Employees and applicants of Capsa Solutions, LLC will not be subject to harassment on the basis of disability or status as 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 may have otherwise sought to obtain their legal rights under any Federal, State or local EEO law regarding individuals with disabilities or protected veterans is prohibited.

Capsa Solutions, LLC is 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, an EEO Coordinator has been selected. One of the EEO Coordinator's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of Capsa Solutions, LLC's programs.

In furtherance of the company's policy regarding Affirmative Action and Equal Employment Opportunity, the company has developed a written Affirmative Action Program which sets forth the policies, practices and procedures the company is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and protected veterans is accomplished.

This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request during normal business hours.

November 1, 2014