



**EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PROGRAM
STATEMENT OF POLICY**

Science Systems & Applications, Inc. (SSAI) is committed to a program of equal employment opportunity without discrimination based on race, ethnicity, color, national origin, sex, religion, age, marital status, sexual orientation or any other personal characteristic protected by law. It is the policy of SSAI, not merely to refrain from employment discrimination as required by the various federal, state and local enactments, but to take positive affirmative action to realize for women, minorities, individuals with disabilities and veterans full equal employment opportunity.

In furtherance of this policy, SSAI will:

1. Recruit, hire, train and promote persons of all job classifications, without regard to race, ethnicity, color, religion, gender, national origin or other personal characteristics.
2. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only job-related requirements for promotion opportunities.
3. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, leaves, and SSAI-sponsored training, education, social and recreation programs be administered without regard to race, ethnicity, color, religion, gender, age, national origin, sexual orientation, or other protected status.
4. Take affirmative action on behalf of women, minorities, individuals with disabilities and veterans to actively recruit and place qualified members of these groups for employment with SSAI;
5. Provide for the prompt, thorough, and impartial consideration of all complaints.
6. Identify and analyze problem areas in employment of women and minorities, and establish procedures for the elimination of such deficiencies; provide a program of action toward these ends and timetables for the achievement of equal employment opportunity in accordance with the spirit of the law.
7. Take affirmative action to eliminate problem areas and to achieve certain goals, and continually measure, record, and report on progress toward their realization.

The Human Resources Director has been appointed the role of the Equal Opportunity Officer and is responsible, among other duties, for designing and implementing an internal audit and report system that will:

- i. Indicate the need for remedial action, if any;
- ii. Measure the effectiveness of SSAI's program;
- iii. Determine the degree to which SSAI's goals and objectives have been achieved.

www.ssaihq.com



SSAI SCIENCE SYSTEMS AND APPLICATIONS, INC.

Science and Technology with Passion

Employees who need assistance in clarification or resolution of EEO matters or who are interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Covered Veterans should contact the Human Resources Director at (301) 867-6302 during regular working hours.

It is the responsibility of all those with employment responsibility to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of SSAI to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at SSAI.

TERMS OF ACCEPTANCE and SIGNATURE

I recognize that acknowledging this document constitutes a legal signature and confirmation that I have received, reviewed and understand the information contained in this document.

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