

# Equal Opportunity Employer Securitas Critical Infrastructure Services, Inc.



Securitas Critical Infrastructure Services, Inc. (SCIS) is firmly committed in its support of Affirmative Action and to its policy of non-discrimination and equal opportunity for all people

SCIS, in line with the Equal Employment Opportunity-Affirmative Action Policy under Executive Order 11246, expresses its commitment to prohibit discrimination or harassment based on:

- Race/Ethnicity/Color
- National Origin
- Citizenship Status/Ancestry
- Sex/Gender
- Gender Identity/Expression/Sexual Orientation
- Marital/Parental Status
- Pregnancy/Childbirth or Related Conditions
- Religion/Creed
- Age
- Disability
- Genetic Information
- Veteran Status
- Any other status protected by local, state or federal law

This applies to all aspects of the employment relationship, including:

- Initial consideration for employment
- Job placement and assignment of responsibility
- Transfer
- Performance evaluation
- Promotion and advancement
- Compensation and benefits
- Education
- Tuition assistance
- Training and professional development opportunities
- Formation and application of human resource policies
- Facility and service accessibility
- Social and recreation programs
- Layoff and recall from layoff
- Discipline and termination



We are also in full support of Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974, 38 U.S.C. § 4212, and amendment made by the jobs for Veterans Act of 2002 (JVA) which afford Equal Employment Opportunity and Affirmative Action to employ and advance in employment of individuals with disabilities, disabled veterans, veterans of the Vietnam Era, recently separated veterans, armed forces service medal veterans, and active duty wartime or campaign badge veterans. If you have a disability or are a covered veteran and would like to be included in our Affirmative Action Program, please tell us.\*

- \* i. Supervisors and managers may be informed of necessary restrictions on your work or duties as a result of your disability or disabled status, and regarding necessary accommodations.
- ii. First-aid personnel may be informed when and to the extent appropriate if your condition might require emergency treatment.
- iii. Government officials investigating EEO compliance will be informed.

Creating and maintaining a work environment free of discrimination and harassment is our primary concern. Based on our firm objectives:

### **All Supervisory Personnel Will:**

1. Promptly report all discrimination and harassment complaints to the Human Resources Department.
2. Coordinate investigation of all complaints of discrimination or harassment within their department with the Human Resources Department.
3. Take corrective and remedial action to prevent prohibited conduct from reoccurring.

### **All Employees are Responsible for:**

1. Demonstrating sensitivity to and respect for racial, cultural, sexual, age, religion, veteran status, disability, and physical differences when working with other employees and customers, and avoiding harassment of others based on any protected status.
2. Demonstrating job performance that meets position requirements and demonstrates commitment to the company's equal employment opportunity and affirmative action objectives.

*Because of our commitment to these objectives, appropriate corrective measures will be taken with any employee whose conduct is incompatible with these objectives.*

### **Complaint Procedure**

Any employee who believes that he or she has been discriminated against or harassed by a co-worker, member of the public, supervisor, or agent of SCIS should promptly report the facts to his or her supervisor, Human Resources Representative, Manager, Vice President of Human Resources, President, CEO or to the Employee Relations Department. To file a confidential and/or anonymous report, you may call:

**The SCIS Hotline**  
**1-800-574-8637**  
Or file on line at  
[www.scishotline.com](http://www.scishotline.com)

If you feel that the problem has not been resolved to your satisfaction, you may file a complaint with the Equal Employment Opportunity Commission (EEOC).

No adverse action will be taken by SCIS or any of its agents, in retaliation for filing a claim of discrimination or harassment with any county, state or federal agency.

### **Pay Transparency Policy Statement**

SCIS will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with SCIS's legal duty to furnish information.



Securitas Critical Infrastructure Services, Inc.  
Human Resources  
6850 Versar Center, Suite 400  
Springfield, VA 22151, 703-750-0198