



## **Unified Theory, Inc. Affirmative Action Plan / Dated January 01, 2004**

*" Our Mission is to serve as a positive resource to both employees and clients, whereby the needs of both are satisfied to the fullest extent possible given the Firm's financial and legal constraints. We must be accessible, responsive, and committed to presenting Unified Theory, Inc. as a caring employer to the community."*

### **Equal Employment Opportunity & Affirmative Action Plan:**

**Synopsis:** Unified Theory, Inc. has issued an Equal Employment Opportunity and Affirmative Action Plan that provides guidelines for achieving equal employment opportunity for all persons regardless of race, color, religion, gender, national origin, age, or disability, except where age and physical condition constitute a bona fide occupational qualification.

Unified Theory, Inc. is an Equal Employment Opportunity/Affirmative Action Employer. It is Unified Theory, Inc.'s policy that there shall be no discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, gender, national origin, age, or disability.

The Director of Human Resources is responsible for the overall administration of Unified Theory, Inc. Equal Employment Opportunity/Affirmative Action Plan, with appropriate authority to implement and enforce the provisions of this plan. The Human Resources Department is also responsible for all reporting requirements related to the Equal Employment Opportunity and Affirmative Action Plan.

The overall objective of the Equal Employment Opportunity/Affirmative Action Plan is to ensure equal opportunity for all individuals in order to achieve proportional representation for minorities and women, within respective job categories, in relation to their composition in the relevant job market.

The Equal Employment Opportunity and Affirmative Action Plan shall be updated whenever more current demographic information on the community is available through a federal census.

### **Sexual Harassment & Other Forms Of Disparate Treatment:**

**Synopsis:** Unified Theory, Inc. is committed to providing workplaces that are free of discrimination, sexual harassment, and others forms of disparate treatment. This policy defines certain forms of disparate treatment and outlines the procedure through which employees who believe they have been treated in a disparate manner can seek redress.

**Policy:** Unified Theory, Inc. is committed to providing workplaces that are non-discriminatory and afford equal treatment to all. Unified Theory, Inc. will not condone or tolerate discriminatory behavior. This specifically includes sexual harassment and any other type of harassment or discriminatory conduct based on race, color, national origin, religion, gender, marital status, age, or disability. Employees shall not engage in conduct, which violates this policy at any time, either toward fellow employees or members of the public with whom an employee comes into contact by virtue of their Unified Theory, Inc. employment. All administrative management and supervisory personnel are expected to abide by Unified Theory, Inc. commitment to equal opportunity and treatment under the law and to ensure that this policy is fully implemented and enforced.

## **Definitions:**

**A.** Harassment or discriminatory conduct can be any verbal or physical conduct that denigrates or otherwise shows hostility or aversion toward any individual or group based upon that individual's or group's race, color, religion, gender, national origin, marital status, age, or disability; and that for a reasonable person: has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Examples of harassment include, but are not limited to, epithets, slurs, jokes, negative stereotyping, or other acts which are threatening, intimidating, or hostile in nature, that relate to race, color, religion, gender, national origin, marital status, age, or disability; or any display of written or graphic material such as photographs or cartoons that denigrates or shows hostility or aversion toward an individual or group because of the same.

**B.** Sexual harassment is generally defined as abusive treatment of an employee by the employer or by a person or persons under the employer's control, which would not occur but for the person's gender, when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or submission to such conduct by an individual is used as the basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive work environment.

Discriminatory conduct is generally defined as the treatment of one employee in a different manner than other similarly situated employees where the different treatment is based on or related to that employee's race, color, national origin, religion, gender, marital status, age, or disability.

Yours truly,  
Michael J. Herron  
President of Unified Theory, Inc.

End /mjh