

SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

APPLIES TO: All Employees and Applicants for Employment

DATE: January 1, 2010

1) POLICY

Koam Engineering Systems, Inc. provides equal employment opportunities for all prospective and current employees. Koam Engineering Systems, Inc. does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, disability, genetic information, or any other status protected by law. Koam Engineering Systems, Inc. takes affirmative action to ensure equal employment opportunity. Affirmative Action is a results-oriented program designed to ensure that each individual can participate equally in all employment opportunities at Koam Engineering Systems, Inc..

2) PRACTICE

- A. At Koam Engineering Systems, Inc., the recruiting, hiring, employee benefits, compensation, training, transfer, promotion and termination of employment are based on merit, qualifications, and abilities, without regard to race, color, national origin, religion, sex, sexual orientation, age, veteran status, disability, genetic information, or any other protected status.
- B. Koam Engineering Systems, Inc. encourages any employee with questions or conderns about equal employment opportunity or discrimination in the workplace to bring these issues to the attention of Koam Engineering Systems, Inc. Koam Engineering Systems, Inc. prohibits retaliation. Employees and applicants for employment are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation concerning unlawful discrimation.
- C. Koam Engineering Systems, Inc. maintains a written affirmative action plan that describes its affirmative action efforts concerning minorities and females. Koam Engineering Systems, Inc. also maintains a written affirmative action plan for individuals with disabilities and veterans. Copies of these plans are available for employees and applicants to review. Please contact Erica Tofson, the Director of Human Resources at 858-292-0922 ext 217 to arrange for a review of these plans.
- D. Koam Engineering Systems, Inc. managers and supervisors take affirmative action to ensure adherence to equal employment opportunity practices and provide appropriate training of personnel in their areas of responsibility. The implementation of this policy requires the understanding and cooperation of all employees, supervisors, and managers.
- E. This policy governs all aspects of employment, including application, hiring, compensation, promotion, discipline, termination of employment, and access to benefits and training.
- F. The EEO Officer, Erica Tofson, Director of Human Resources, has been appointed by the Founder, CEO and Chairman as the EEO Officer, and is responsible to coordinate and monitor the Affirmative Action Plan throughout the company. Erica Tofson can be reached at 858-292-0922 ext 217 during normal business hours.

Founder, CEO and Chairman