

# Nondiscrimination and Equal Employment Opportunity

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## 1.0 Policy

Gemini Tech Services LLC is an equal opportunity employer and will provide equal employment opportunity to employees and applicants for employment and will not discriminate against employees or applicants on the basis of race, ethnicity, religion, color, sex, pregnancy, national origin, age, military veteran status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, genetic information, or mental or physical disability (and medical condition, for employees in California).

## 2.0 Scope

This policy extends to recruitment, selection, and other aspects of employment such as promotion, demotion, transfer, layoff, termination, compensation, education, training, and disciplinary action. Unless required by law, this policy does not extend to benefits.

## 3.0 Implementation

**3.1** Gemini Tech Services, LLC will take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and people with disabilities in accordance with federal regulations.

**3.2** The non-confidential portions of the affirmative action program shall be made available for inspection, upon request, by any employee or applicant by contacting the Gemini Tech Services, LLC Corporate Human Resources Manager during normal business hours.

**3.3** Gemini Tech Services, LLC's Equal Employment Opportunity (EEO) policies prohibit employees and applicants from being subjected to harassment, intimidation, threats, coercion, discrimination, or retaliation because they have engaged in, or may engage in:

- Filing a complaint;
- Testifying, assisting, or participating in an investigation, compliance review, hearing, or any other activity related to applicable equal employment opportunity law;
- Opposing any act or practice made unlawful by applicable equal employment opportunity law; or
- Exercising their rights under applicable equal employment opportunity law.

**3.4** Gemini Tech Services, LLC will not discharge or in any manner discriminate against employees or applicants who inquire about, discuss, or disclose their own pay or compensation

or the compensation of another employee. Leaders and employees who have access to pay and compensation information as part of their essential job functions must protect and maintain the confidentiality of such information, and are generally not permitted to discuss or disclose such information to others who are not authorized to access the information.

Reporting and Investigating Discrimination Complaints

**3.5** All Gemini Tech Services, LLC employees have an obligation to contribute to a discrimination- and harassment-free workplace. Any employee who experiences or observes discrimination, harassment, or any other violation of this policy is expected to notify one of the resources identified in the table below. Gemini Tech Services, LLC will promptly and thoroughly investigate the alleged misconduct and if a violation of this policy is found will take appropriate corrective action.

Follow the procedure below to report a discrimination complaint.

Step	Action	Responsible
1.	<p>If you believe that you have been discriminated against in violation of this policy, promptly report the facts of the incident to your supervisor, or the Human Resources department.</p> <p>Note: If the complaint concerns your supervisor, report the incident directly to Human Resources.</p>	Employee
2.	<p>Ensure that the incident is investigated promptly and, depending on the results of the investigation, that the appropriate actions/disciplinary measures, up to and including termination from employment, are taken.</p> <p>Note: Supervisors must not independently investigate complaints of discrimination. If a complaint is reported to a supervisor, then he or she must promptly report it to the</p>	Human Resources

	Human Resources department who will be responsible for managing the investigation.	
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**3.6** Human Resources will conduct investigations of suspected violations of this policy in accordance with company internal policy. Human Resources will conduct disciplinary adjudications under this policy and may consult with relevant management. Management will participate in investigations if requested and in disciplinary adjudications of employees suspected of violation of this policy. Employees are expected to cooperate in such investigations. Failure to cooperate or providing false, deliberately deceptive, or intentionally misleading information may result in disciplinary action, up to and including termination from employment.

**3.7** Human Resources will ensure that investigations are properly documented and appropriate records are maintained. Investigations and related records will be handled with the highest degree of confidentiality possible except, for example, where disclosure is required by law, regulation, or legal process, or is necessary to allow investigation of the complaint.

**3.8** If you believe that you have been retaliated against for reporting a complaint or assisting in the investigation process, you should report the incident to Human Resources, who will be responsible for managing the investigation.

**3.9** You may report incidents directly to the President, Gemini Tech Services, LLC as well. The President, Gemini Tech Services, LLC will consult, as appropriate, with Human Resources to determine responsibility for conducting the investigation.

EEO-Related Issues and Agreements

**3.10** The organization’s Human Resources Manager will immediately notify the President of the occurrence of any equal employment opportunity-related issue that may generate significant adverse publicity for Gemini Tech Services, LLC.

**3.11** Program Manager, Site Leads and Project Supervisors must coordinate with the corporate Human Resources Manager before entering into equal employment opportunity-related agreements and consent decrees or conciliation agreements with government enforcement agencies.

**4.0 Violations**

**4.1** A key component of the company’s commitment to equal opportunity is zero tolerance for discrimination and workplace harassment based on, or because of, race, ethnicity, religion, color, sex, pregnancy, national origin, age, military veteran status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, genetic information, or mental or physical disability (and medical condition, for employees in California), or any other reason prohibited by law.

**4.2** Our goal is to maintain a safe and secure workplace consistent with our corporate values to do what's right, respect others, and perform with excellence. Zero tolerance means that we will investigate thoroughly and objectively any report of violation of this policy by any leader, employee, or non-employee. We will take appropriate action, up to and including termination from employment, whenever such inappropriate behavior occurs.

## **5.0 Responsibilities**

### Human Resources

**5.1** The Human Resources Manager will oversee the implementation of this policy.

### Management

**5.2** Ensure that employees, unions representing employees, and sources used in recruiting and hiring new employees are aware of Gemini Tech Services, LLC policy prohibiting discrimination.

**5.3** Foster a positive and inclusive work environment free from harassment and discrimination.

## **6.0 General**

**6.1** Nothing in this policy is intended to conflict with federal, state, or local law, or applicable collective bargaining agreement. To the extent any provision in this policy is inconsistent with any federal, state, or local law, or collective bargaining agreement; those laws or collective bargaining agreements will govern and supersede any conflicting terms of this policy.

**6.2** No provisions of this or any other Gemini Tech Services, LLC policy or procedure will be construed as an employment agreement. Employment with Gemini Tech Services, LLC can be terminated at any time, with or without cause, either by the employee or by Gemini Tech Services, LLC.

## **7.0 Deviations**

Any deviation from this policy requires the prior approval of the President, Gemini Tech Services, LLC.

Elizabeth Martinez-Crawley  
President and Chief Executive Officer