

**FC of the Virginias, ACA
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the practice of FC of the Virginias, ACA (or the "Company") not to discriminate against any employee or applicant for employment because of his or her race, color, age (40+), religion, sex, sexual orientation, gender identity, national origin, pregnancy (including childbirth and related conditions), ancestry, because of or on the basis of traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks and twists, disability, veteran status, genetic information, marital status or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, hereinafter referred collectively as "protected veterans." In compliance with Executive Order 11246 ("EO 11246"); Section 503 of the Rehabilitation Act of 1973 ("Section 503"); and 38 U.S.C. 4212 (2001), as amended, also known as the Vietnam Era Veterans' Readjustment Act of 1974 ("VEVRAA") and their implementing regulations, all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, will be administered without regard to protected veteran or disability status, and all employment decisions are based only on valid job requirements at all levels of employment. Furthermore, the Company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

FC of the Virginias, ACA prohibits harassment of employees and applicants because they are individuals with disabilities or protected veterans. FC of the Virginias, ACA also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for individuals with disabilities and protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

As CEO of FC of the Virginias, ACA, I have the overall responsibility to implement this equal opportunity practice. The Company has designed and implemented an internal audit and reporting system to monitor and maintain its compliance with EO 11246, Section 503, and VEVRAA. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the Company, I have selected Melanie Craig as the Director of Human Resources for FC of the Virginias, ACA. One of the Director of Human Resources's duties will be to administer FC of the Virginias, ACA's affirmative action program and to audit that program and make annual reports regarding the program's effectiveness to senior management. All employment and personnel policies and practices – including, but not limited to, recruiting, hiring, promotions, reassignments, transfers, Company-sponsored training, leave, compensation, benefits, layoffs and recalls, terminations, recreation programs and tuition assistance – will be administered according to EEO principles.

In furtherance of FC of the Virginias, ACA's practice regarding affirmative action and equal employment opportunity, FC of the Virginias, ACA has developed a written Affirmative Action Program (AAP) which sets forth the practices and procedures that FC of the Virginias, ACA is committed to in order to ensure that its practice of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request between 8:00

am to 5:00 pm at the Human Resources department. Any questions should be directed to me, your supervisor, or Melanie Craig, Director of Human Resources.

A copy of the Equal Employment Opportunity Statement that reaffirms FC of the Virginias, ACA's commitment to protected veterans and disabled employees is posted in a form that is accessible and understandable to an individual with a disability.



Bradford Cornelius

CEO

FC of the Virginias, ACA12/1/2020