



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

At Aline Facility Management, we are dedicated to creating a diverse and inclusive workplace that is free from discrimination and harassment for both our clients and employees. Our Equal Employment Opportunity policy is a reflection of this commitment, and we do not discriminate against any employee, client or job applicant on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.

### **Scope**

This policy applies to all aspects of employment and service delivery, including hiring, promotion, transfer, training, compensation, benefits, and termination. We expect all employees and clients to adhere to this policy, and we will take appropriate disciplinary action against any employee or client who violates it.

### **Responsibilities**

Our Equal Employment Opportunity policy is the responsibility of all employees, managers, executives, and clients. We expect managers, executives, and clients to lead by example and to ensure that all employment and service delivery decisions are made based on merit and job-related qualifications. We encourage employees and clients to speak up if they witness any violations of this policy.

### **Compliance**

Aline Facility Management complies with all applicable federal, state, and local laws governing equal employment opportunity and service delivery. We maintain affirmative action plans as required by law and provide regular training to employees and clients to ensure compliance with this policy.

### **Reporting**

Any employee or client who believes that they have been subjected to discrimination or harassment should report the incident immediately to their supervisor or the Human Resources department. All reports will be promptly and thoroughly investigated, and appropriate corrective action will be taken.

### **Conclusion**

We believe that a diverse and inclusive workplace and service delivery environment is essential to our success, and our Equal Employment Opportunity policy reflects this belief. We are committed to creating a workplace and service delivery environment that values and respects all employees and clients, and we will continue to uphold this policy in all aspects of our employment and service delivery practices.