



EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Deposition Solutions, LLC dba Lexitas not to discriminate against any employee or applicant for the employment because of age, race, creed, religion, color, disability, gender (including gender identity/expression), national origin, sex, predisposing genetic characteristic, victims of domestic violence, marital or military status, citizenship status, sexual orientation, arrest/conviction records or any other basis of discrimination prohibited by applicable laws. This policy shall include, but not limited to, the following: recruitment, hiring, selection, promotion, demotion, compensation, transfers, training (including apprenticeships), discipline, layoffs, termination, benefits and other terms of employment, are applied consistently with applicable law to ensure equal employment opportunity for employees and applicants. Acts of unlawful discrimination and unlawful harassment by employees are inappropriate and will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination employment.

Laura Miller, Vice President Human Resources, has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. Any employee or applicant for employment who believes that he/she has suffered unlawful discrimination or harassment should immediately contact Laura Miller at (346) 444-8884 or laura.miller@lexitaslegal.com. If an employee prefers, he/she may complain directly to their immediate supervisor, Human Resources or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if they observe acts of discrimination toward or harassment of another employee, employees are requested and encouraged to report this to one of the individuals listed above.

Lexitas abides by the requirements of 41 CFR 60–1.4(a), 60–300.5(a) and 60–741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their age, creed, race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, citizenship status or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to creed, race, color, religion, age, sex, sexual orientation, gender identity, national origin, marital status, citizenship status, disability or veteran status.

Reprisal against or interference with an employee or applicants' right to file a complaint constitutes a violation of this Policy. Any employee who willfully engages in such conduct shall be subject to disciplinary action, up to and including termination.

All personnel responsible for making employment decisions are to ensure that the work environment under their control is free of unlawful discrimination, harassment or retaliation. Deposition Solutions, LLC. Dba Lexitas abides by all aspects of an Affirmative Action Policy to ensure equality of opportunity for all employees and applicants for employment. All personnel responsible for making employment decisions share responsibility for implementing the affirmative action goals and initiatives.

Deposition Solutions, LLC dba Lexitas shall comply with all local, state, and federal laws, regulations and executive orders relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment.

Signed:

Laura Miller
Vice President Human Resources