

## **STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

I would like to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives. It is, has been, and will continue to be the policy of TekSynap, to provide Equal Employment Opportunity and not to tolerate behavior, harassment, discrimination, or prejudice based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, protected veterans, or physical/mental disability. We do not allow retaliation for protected EEO activity and provide reasonable accommodations for applicants and employees with disabilities.

Our continued success depends heavily on the full and effective utilization of qualified persons. I will continue to direct our employment practices toward ensuring equal opportunity for all. TekSynap intends that all matters related to all employment actions including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, job titles, rates of pay or other forms of compensation and selection for training including apprenticeship, as well as all TekSynap - sponsored social and recreational programs and all treatment on the job be free of unlawful discriminatory practices.

Moreover, TekSynap prohibits harassment of employees and applicants on the basis of disability. The company prohibits retaliation or punishment 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 regarding TekSynap's employment practices, or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for individuals with disabilities. Prohibited retaliation includes, but is not limited to harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

In furtherance of our policy regarding affirmative action and equal employment opportunity, TekSynap has developed a written Affirmative Action Program (AAP) that sets forth the policies, practices, and procedures that we are committed to ensure that its policy 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 upon request. Interested persons should email [HR@TekSynap.com](mailto:HR@TekSynap.com) to request access to this AAP or call our main line and ask to speak to the Human Resources department.

In order to ensure equal employment opportunity and affirmative action throughout all levels of TekSynap, I have chartered our Human Resources department to establish and maintain an internal audit and reporting system that will track and measure the effectiveness of our AAP and show where additional action is needed to meet TekSynap's objectives.

Name: David Gauldfeldt  
Title: President, TekSynap Corporation  
Date: 12/15/2021