



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of Arcata Associates, Inc. not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. We also encourage employees to seek or prepare for promotional opportunities through appropriate training. This policy shall apply to 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, at all levels of employment.

Employees and applicants of Arcata Associates, Inc. will not be subject to harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, or because he or she is a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing, or has otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

As President and Chief Executive Officer of Arcata Associates, Inc., I am committed to the principles of Equal Employment Opportunity. In order to ensure dissemination and implementation of Equal Employment Opportunity at all levels of the company, I have selected Arcata Associates, Inc. Human Resources Manager, Paolo De La Paz, as the Equal Employment Opportunity (EEO) Manager for Arcata Associates, Inc. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of Arcata Associates Inc.'s programs.

We request the support of all employees in accomplishing Equal Employment Opportunity.

**Tim Wong**  
**January 1, 2025**  
**Arcata Associates**