

# OFFSET STRATEGIC SERVICES (OSS) EQUAL EMPLOYMENT OPPORTUNITY (EEO)

## **EEO**

OSS is an Equal Employment Opportunity employer. Employment opportunities, including terms and conditions of employment, are based solely on merit, individual qualifications, and business needs.

OSS does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. This policy applies to all areas of employment, including advertising, recruiting, application procedures, hiring, training, promotion, compensation, benefits, transfers, demotion, layoffs, return from layoffs, OSS-sponsored programs, social activities, and termination.

Employment decisions at OSS are made fairly and without unlawful preference or disadvantage.

### **HARASSEMENT**

In keeping with this EEO policy, OSS strictly prohibits harassment of any kind, including sexual harassment or harassment based on any protected category. This prohibition applies to conduct between employees, as well as interactions with customers, suppliers, vendors, and others in the workplace.

OSS employees must not suffer or engage in harassment under any circumstances. Violations should be immediately reported to a supervisor or Human Resources.

### **EMPLOYEE RESPONSIBILITY**

Every employee is responsible for helping maintain a professional, harassment-free, and respectful work environment. Employees are encouraged and expected to report any possible violation of this policy to Human Resources or their supervisor.

All complaints will be taken seriously, promptly investigated, and addressed. Retaliation against any individual who raises a concern, files a complaint, or participates in an investigation is strictly prohibited and will not be tolerated.

#### COMMITMENT

OSS is committed to maintaining a workplace where every employee is respected and has the opportunity to succeed based on ability, performance, and merit.