



DATE: FEBRUARY 13, 2017

TO: EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

SUBJECT: REAFFIRMATION OF EEO/AFFIRMATIVE ACTION POLICY

MAAC reaffirms its commitment to providing Equal Employment Opportunity in its personnel policies and practices. It is MAAC's policy to recruit, hire, train and promote into all jobs levels, employees and applicants for employment without regard to race, color, religion, age, sex, marital status, sexual preference, religious grooming practice, religious dress practice, gender identity, national origin, physical or mental disability, veteran status or any other protected classification recognized under federal, state, or local law. All such decisions are based on (1) individual merit, qualifications, and competence as they relate to the particular position, and (2) adherence to the principle of equal employment opportunity for all employees and job applicants of MAAC.

All other personnel matters and programs such as compensation, benefits, transfers, layoff, termination, return from layoff, training, education, and social and recreational programs are administered without regard to race, color, religion, age, sex, national origin, gender identity, physical or mental disability, veteran status or any other protected classification recognized under federal, state, or local law.

MAAC employees and applicants for employment have the right to inquire about, discuss, or disclose their own compensation or that of other employees or applicants through ordinary means such as conversations with co-workers. MAAC will not discharge or in any other manner discipline or discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

MAAC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Harassment may result in discipline up to and including discharge of employment.

Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of an offensive sexual nature are forms of sexual harassment and are strictly prohibited. No supervisor or manager shall threaten or insinuate, either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision involving that employee.

Prohibited harassment includes any conduct which has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee. Harassment based on a person's race, disability, gender identity, age or any other protected classification is also prohibited and shall not be tolerated. Any employee who feels that a violation of this policy has occurred should immediately report the matter to their supervisor. If that person is unavailable or the employee believes it would be inappropriate to contact his/her supervisor, the employee should contact the supervisor's supervisor, Human Resources or the department head. Each complaint will be investigated and any violations will be remedied. The complaining employee will not be affected in employment with the company as a result of bringing the harassment complaints to the attention of the organization.

MAAC certifies its commitment to providing Equal Employment Opportunity in its personnel policies and practices and has developed and implemented an Equal Employment Opportunity Program and an Affirmative Action Plan to support its commitment.

MAAC is committed to complying with the regulations set forth in Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Act of 1974, as amended (38 U.S.C. 4212) and their implementing regulations. As part of our Affirmative Action Program the full Affirmative Action Program for Disabled Workers and qualified veterans shall be available for inspection by any applicant or employee upon request by appointment only. To view the plan, please make an appointment with the Chief Human Resources Officer. MAAC prohibits discrimination against females, minorities, qualified individuals on the basis of disability and veteran status, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified veterans."

MAAC complies with all provisions of Title VII of the Civil Rights Act of 1964 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor. MAAC also complies with all laws of the State of California, including but not limited to the Fair Employment and Housing Act and local regulations hereinafter enacted. Arlene Gibbs, has been appointed MAAC's EEO Officer. She is responsible for administering the company's affirmative action program and will report to senior management on a continuing basis with regard to the progress being made under the Plan. Anyone having questions, comments or complaints regarding the company's equal and affirmative action policies should contact Arlene Gibbs at 619 426-3595 extension 1255.

Sincerely,

Arnulfo Manriquez
President/CEO