



January 2019

NOVETTA, LLC
NON-DISCRIMINATION: VETERANS AND DISABLED
CORPORATE POLICY
41 C.F.R. 60-741.44(a), - 250.1

It is the policy of Novetta not to discriminate on the basis of a physical or mental disability, or an individual's status as a special disabled veteran, a veteran of the Vietnam era, other protected veteran, or recently separated veteran ("Covered Veterans") with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The Company does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based on their physical or mental disability, or veteran status, in all employment practices as follows:

Employment decisions at the Company are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based on the individual's physical or mental disability or veteran status.

The Company makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and special disabled veterans, unless such accommodations would impose an undue hardship on the Company's business.

Davita N. Carpenter, Affirmative Action Officer for the Company, will manage Novetta's Affirmative Action Plan (AAP) for individuals with disabilities and Covered Veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the Company's AAP to ensure that all qualified employees with disabilities, Covered Veterans, and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Novetta will solicit the cooperation and support of all employees for the Company's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Covered Veterans. In accordance with public law, the Company's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Human Resources Department during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review, or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973 (as amended) or the Vietnam Era Veterans Readjustment Assistance Act of 1974 (as amended).

Tiffany Gates
Chief Executive Officer