

KLJ SOLUTIONS HOLDING CO. - **Policy Document Description Document Title:** EEO/Affirmative Action Policy

Rev: June 2024

Approver: Chief People Officer, Emily Johnson

Effective Date: 6/8/2024

On behalf of KLJ SOLUTIONS HOLDING CO., this is a statement of intention to make all reasonably feasible efforts to live up to its Equal Opportunity policy and Affirmative Action Plan. The Plan has been prepared to accurately reflect the company's current status, its actions to date, and its intentions for the future. Overall responsibility for fulfillment of the Equal Employment Opportunity policy and Affirmative Action Plan is assigned to the Chief People Officer, Emily Johnson, who will periodically conduct analyses of all personnel actions to ensure that the company is living up to its stated intention. The management of the company is responsible for the ongoing monitoring of all personnel actions in their respective areas of supervision, and will carry out the intentions of the Equal Opportunity policy and Affirmative Action Plan to the fullest extent possible. Employment practices at the company are non-discriminatory and are based upon factors that are job-related. Factors such as race, color, religion, gender, national origin, disability, veteran status, age, sexual orientation, gender identity, or genetic information are not job-related. The Affirmative Action Plan is designed to report and monitor all related procedures which will include, but will not be limited to:

1. Recruiting, hiring, training, and promoting applicants and employees in all job classifications without discrimination;
2. Basing decisions on employment so as to further the principle of equal employment opportunity;
3. Ensuring that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Ensuring that all other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs, will be administered without discrimination.

KLJ SOLUTIONS HOLDING CO., promises not to retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will ensure that no one harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under this policy.

If you have any questions regarding our equal employment opportunity, harassment policies or the compliant procedure, you may contact a Human Resources representative. Parts of the Affirmative Action Plan may be reviewed, as appropriate, by making an appointment with a Human Resources representative.



EMILY JOHNSON
CHIEF PEOPLE OFFICER