



**SUBJECT: Employment of Individuals with Disabilities and Protected Veterans**

**APPLIES TO: All Employees and Applicants for Employment**

**DATE: September 1, 2019**

Sonatech, LLC provides equal employment opportunities for all prospective and current employees. Sonatech, LLC does not discriminate on the basis of race, color, national origin, religion, gender, gender identity, sexual orientation, age, protected veteran status, disability, genetic information, or any other status protected by law. Sonatech, LLC takes affirmative action to ensure equal employment opportunity. Affirmative Action is a results-oriented program designed to ensure that each individual can participate equally in all employment opportunities at Sonatech, LLC.

Sonatech, LLC recruits, hires, trains, and promotes persons in all job titles and ensures that all personnel actions are based on merit, qualifications, and abilities, without regard to disability or status as a disabled veteran, a recently separated veteran, an active duty wartime or campaign badge veteran, or an armed forces service medal veteran. This policy governs all aspects of employment, including application, hiring, compensation, promotion, discipline, termination of employment, and access to benefits and training.

Sonatech, LLC encourages any employee with questions or concerns about equal employment opportunity or discrimination in the workplace to bring these issues to our attention. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities: filing a complaint; assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmation action provisions of the Vietnam Era Veterans' Readjustment Assistance Act ("VEVRAA"), Section 503 of the Rehabilitation Act, or any other federal, state, or local law requiring equal opportunity for individuals with a disability or with a status as protected veteran; opposing any act or practice made unlawful by VEVRAA or the Rehabilitation Act; or exercising any other right protected by VEVRAA or the Rehabilitation Act.

Sonatech, LLC managers and supervisors take affirmative action to ensure adherence to equal employment opportunity practices and provide appropriate training of personnel in their areas of responsibility. The implementation of this policy requires the understanding and cooperation of all employees, supervisors, and managers.

Sonatech, LLC maintains an affirmative action program for employment of individuals with disabilities and status as a disabled veteran, a recently separated veteran, an active duty wartime or campaign badge veteran, or an armed forces service medal veteran. The program will be audited periodically, updated annually, and made available for applicant and employee inspection during normal business hours. To review the plan, please contact Mark Shaw, President at 805-690-5483.

As President and top executive of our company, I fully support our equal employment opportunity and affirmative action efforts. I am committed to the principles of equal employment opportunity and affirmative action and will ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company. One of my duties as the EEO officer will be to establish and maintain an internal audit and reporting system to allow for effective measurement of our Affirmative Action Program.

A handwritten signature in blue ink, appearing to read "Mark Shaw", is written over a horizontal line.

Mark Shaw, President