

To: Applicants for Employment

Subject: Affirmation of Equal Employment Opportunity and Affirmative Action Policy

Each year, Noblis, Inc. reaffirms its belief in and commitment to equal employment for all employees and applicants for employments in all terms and conditions of employment.

As part of Noblis' commitment, it is our policy to provide equal employment opportunity in all aspects of employment, including recruitment, selection, job assignment, training, compensation, benefits, discipline, promotion, transfer, layoff and termination processes. These opportunities and other conditions of employment are extended to qualified applicants and employees regardless of an individuals' race, color, sex, pregnancy, age, religion, national origin, genetics, sexual orientation, gender identity/expression, disability, veteran and military status, and/or other protected categories under applicable laws. Noblis ensures that all employment decisions are based only on valid job requirements. Regular review of this policy ensures compliance.

Noblis developed, maintained, and now, reaffirms its written Affirmative Action Program (AAP) under Executive Order 11246 ("EO 11246"), Section 503 of the Rehabilitation Act of 1973 ("Section 503"), and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 ("VEVRAA"). Noblis maintains an audit and reporting system to determine overall compliance with its' equal employment opportunity mandates.

Employees and applicants for employment will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, opposing a legally protected act regarding equal opportunity in employment, or assisting/participating in an investigation or related State/Federal, including Section 503, the affirmative action provisions of VEVRAA, and EO 11246 proceeding under applicable laws. Noblis also prohibits retaliation against any person who in good faith reports a violation of this policy or otherwise opposes discrimination or harassment, including participating in an investigation of a potential violation of this policy. Noblis requires annual trainings for its employees, including management personnel, to understand and prevent any behavior that would not align to Noblis' EEO requirements and policy.

If you believe you have been discriminated against during the application process, please reach out to employee-relations@noblis.org. All matters will be investigated and appropriate disciplinary action, up to and including termination, will be implemented.

Mile Corrigan



President and Chief Executive Officer
Noblis, Inc.

To: Applicants for Employment

January 2, 2024

Subject: Availability of Affirmative Action Program and Self-Identification Notice

References: Employment Policy: QPL 2.1-001; 3.2.1 Equal Employment Opportunity (EEO)

Availability of Affirmative Action Program

Noblis, Inc. is a government contractor subject to Executive Order 11246, Executive Order 13496, Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA). Under these laws, we have developed an affirmative action program for individuals with disabilities and protected veterans in addition to complying with Executive Orders supporting Equal Employment Opportunity. This program sets forth Noblis' policy to employ qualified persons without discrimination against any employee or applicant for employment on the basis of race, color, religion, sex, or national origin, a disability or protected veteran status and to take affirmative action to employ and advance in employment qualified individuals with disabilities, protected veterans and other protected classes. Portions of the affirmative action program are available for review by applicants and employees in the Human Resources Office during normal business hours (typically Monday through Friday between the hours of 9:00 a.m. to 5:00 p.m.).

Self-Identification Under Our Affirmative Action Program

If you are an individual with a disability, a disabled veteran, a recently separated veteran, an active-duty wartime or campaign badge veteran, or an Armed Forces service medal veteran please inform us of your request to self-identify under this program at this time or at any time in the future by completing forms which are available in the Human Resources Office or may be sent to you electronically. Submission of this information is voluntary, and refusal or failure to provide it will not subject you to discharge, discipline, or any other adverse treatment. The information provided will be treated as confidential and will not be used in a manner inconsistent with applicable laws.



Deborah Drake,
Senior Vice President and Chief People Officer
Noblis, Inc.