

Equal Employment Opportunity and Affirmative Action Policy Statement

Date: July 10, 2017

TSP Consulting Services, Inc. (“TSP”) is an equal opportunity employer and provides equal opportunity in employment for all qualified persons. TSP is committed to making employment decisions based on merit and the individual’s or organization’s qualifications as they relate to the job or need under consideration. Employment decisions are based on the principles of equal employment Opportunity (“EEO”) and with the intent to further TSP’s commitment to affirmative action (“AA”) and equal employment. TSP is committed to compliance with all applicable laws providing equal employment opportunities and all persons involved in TSP’s operations are forbidden from engaging in unlawful discrimination in any way and at any level.

TSP’s AA policy prohibits unlawful discrimination based on gender (which includes pregnancy, childbirth, or related medical conditions, the actual gender of the individual or the identity, appearance or behavior of an individual, whether or not that identity, appearance, or behavior is different from that traditionally associated with the individual’s gender or birth), sexual orientation, race, color, creed, religion, national origin, citizenship, ancestry, pregnancy, age, marital status, registered domestic partner status, medical condition (which includes genetic characteristics), physical or mental disability, status as a protected veteran, or any other consideration made unlawful by applicable federal, state or local laws, ordinances or regulations.

TSP will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who believes he or she requires an accommodation to perform the essential functions of the job should contact the EEO officer and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. TSP will analyze the request and required job duties and will in good faith attempt to accommodate the employee’s request.

As President of TSP, I fully support our EEO and AA efforts. To ensure dissemination and implementation of EEO and AA throughout all levels of the company, I have selected Steve Rosso as the EEO officer for TSP. One of the EEO officer’s duties will be to establish and maintain internal records and reporting system to allow for effective measurement of our AA Program.

If you are an employee of TSP’s and believe that you have been subjected to any form of unlawful discrimination, please submit a complaint, preferably in writing, to your supervisor, TSP’s Human Resources Department or the EEO officer. If these individuals are not available, or in the event you believe that one of these individuals has engaged in inappropriate behavior in violation of this policy, submit a complaint to any other supervisor as soon as possible. Supervisors must report all conduct of which they are made aware which violates, or may violate, this policy to myself or other upper-level managers, as appropriate. Your complaint should be specific and should include the names of the individuals and witnesses involved. We will promptly undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

There will be no retaliation against any employee who brings a complaint under the EEO policy or who assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.

If we determine that unlawful discrimination or a violation of this policy has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to and including termination. Appropriate action also will be taken to deter any future discrimination.

Employees and applicants are encouraged to identify their race, gender, disability status, and their protected veteran status. This self-identification is strictly voluntary, confidential, and will not result in retaliation of any sort.

In furtherance of TSP's policy regarding equal opportunity and affirmative action, TSP has developed a written program which sets forth the policies, practices, and procedures which the company is committed to applying to ensure that its policy of non-discrimination and affirmative action is accomplished. Any questions should be directed to me, your supervisor, or Steve Rosso, EEO Officer.



Timothy S. Pasquale
President
TSP Consulting Services, Inc.
Mt Laurel, NJ