

# Equal Employment Opportunity Policy Statement

**Date:** Jan 1, 2021

**To:** Applicants, Employees, Affirmative Action Program Records, and  
Posting on Company Bulletin Boards

It is the policy of HFS not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, disability, age, genetic information or status as a protected veteran. It is also the policy of HFS to take affirmative action to employ, and to advance in employment, all persons regardless of their race, color, religion, sex, national origin, sexual orientation, gender identity, disability, age, genetic information or status as a protected veteran and to base all employment decisions only on valid job requirements.

This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of HFS will not be subject to harassment based on race, color, religion, sex, national origin, sexual orientation, gender identity, disability, age, genetic information or status as a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination; engaged or may engage in filing a complaint; assisted in a review, investigation, or hearing; or has otherwise sought to obtain his or her legal rights under any federal, state, or local EEO law regarding discrimination based on race, color, religion, sex, national origin, sexual orientation, gender identity, disability, age, genetic information or status as a protected veteran is prohibited.

As president of HFS, I am committed to the principles of Affirmative Action and Equal Employment Opportunity.

In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected the HR Director as the Equal Employment Opportunity (EEO) Manager for the Company. One of the HR Director's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of HFS's programs.

In furtherance of HFS's policy regarding Affirmative Action and Equal Employment Opportunity, HFS has developed a written Affirmative Action Program which sets forth the policies, practices, and procedures that the Company is committed to in order to ensure that its policy of nondiscrimination and affirmative action for women, minorities, individuals with disabilities, and protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the HR Department. Interested persons should contact the HR Director at 210-881-9714 for assistance.

Michele Torres, President