

Equal Employment Opportunity Policy Statement



American Institutes for Research (AIR) is proud of its tradition of maintaining a work environment that values diversity and promotes respect for the dignity of each individual. This policy statement is a reminder to employees and applicants for employment of AIR's commitment to continuing our efforts to maintain a diverse workforce through our recruitment and employment practices.

AIR is an equal opportunity employer that does not discriminate on the basis of any characteristic protected by applicable federal, state or local law, including, but not limited to, actual or perceived race (including traits historically associated with race, such as hair texture, hair type, and protective hairstyles such as braid, locks, and twists), creed, color, religion, alienage or national origin, ancestry, citizenship status, age, physical or mental disability, medical condition (e.g., cancer), sex, gender, gender identity or expression (including transgender status), sexual orientation, marital status, civil union status, pregnancy, childbirth or related medical conditions, genetic information, or military or veteran status. AIR's management team is dedicated to ensuring that all personnel actions, including with respect to recruiting, employment, placement, upgrading, demotion or transfer, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in AIR-sponsored activities are made without regard to the foregoing characteristics and that employment decisions are based on valid job requirements.

As a federal government contractor, AIR also takes affirmative action, as required by laws regulated by the Office of Federal Contract Compliance Programs (OFCCP) to ensure that minority group members, women, protected veterans, and qualified individuals with disabilities have an equal opportunity for employment. AIR performs self-assessments of its employment policies and practices to monitor the effectiveness of its affirmative action program.

AIR's President and Chief Executive Officer fully support AIR's affirmative action program. The Senior Vice President of Human Resources is assigned overall responsibility for implementing the program with the assistance and support of other members of management including the Vice President of Diversity, Equity & Inclusion.

It is the responsibility of each staff manager of AIR to ensure affirmative implementation of this policy to avoid any discrimination in employment. All employees are expected to recognize this policy and cooperate with its implementation. Violation of this policy is a disciplinary offense.

Employees or applicants for employment with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. AIR will not allow any form of harassment, intimidation, threats, coercion, discrimination, or retaliation against individuals who have questions or concerns or make a complaint regarding equal employment opportunity, participate in an investigation or other proceeding relating to the administration of any federal, state, or local equal employment opportunity law; oppose any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or exercise any other legal right protected by federal, state, or local law requiring equal opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including termination.

Employees who are subject to or become aware of any behavior that may violate AIR's Equal Employment Opportunity Policy are required to immediately notify their Human Capital Partner, the Director of Human Capital Partners, or the Senior Vice President of Human Resources.

David Myers, Chief Executive Officer

Jessica Heppen, President, AIR