



FUTURE OF TECHNOLOGY IS NOT ENVISIONED; IT'S ENGINEERED

Equal Employment Opportunity and Affirmative Action Policy Statement of VishTek

Effective Date: 06/04/2024

Policy Owner: Office of the CEO | EEO Compliance Officer

Pursuant to Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended; and applicable regulations issued by the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP), Vishtek Consulting Services LLC (dba VishTek) affirms its unwavering commitment to the principles of Equal Employment Opportunity (EEO) and Affirmative Action (AA).

I. Statement of Policy

Vishtek is an Equal Opportunity Employer. Employment decisions are based strictly on business needs, job requirements, and individual qualifications—free from unlawful discrimination or harassment based on race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law.

This policy applies to all employment practices, including but not limited to:

- Recruitment, hiring, placement, promotion, demotion, transfer, layoff, recall, termination
- Compensation, fringe benefits, job assignments, training, and advancement opportunities
- Use of company facilities, employee activities, and all other terms and conditions of employment

II. Affirmative Action Obligations

As a federal contractor, Vishtek proactively implements Affirmative Action Programs (AAPs) to ensure equal employment opportunity for qualified women, minorities, individuals with disabilities, and protected veterans. The AAPs include:

- Identification and elimination of barriers to equal opportunity;
- Evaluation of personnel processes and compensation practices to identify adverse impact;
- Development of action-oriented programs and goals for the employment and advancement of covered groups;
- Internal audits and reporting systems to measure the effectiveness of the AAP.

These programs are reviewed annually and made available for inspection by any employee or applicant by contacting Human Resources during regular business hours.

III. Anti-Harassment and Retaliation

Unlawful harassment of any form—whether verbal, physical, visual, or digital—based on any protected status is strictly prohibited. Vishtek also prohibits retaliation against individuals who file a complaint, oppose

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discriminatory practices, or participate in an investigation, proceeding, or hearing. Retaliation will be regarded as a serious violation of this policy and may result in disciplinary action up to and including termination.

IV. Complaint Resolution Mechanism

Any employee, applicant, or third party who believes they have been subjected to unlawful discrimination or harassment should report the matter to:

EEO Compliance Officer

Vishtek

Sheetal Parikh

sheetal@vishtek.com

Reports will be addressed confidentially, impartially, and without fear of reprisal. Vishtek commits to conducting prompt, thorough investigations and taking corrective action as warranted.

V. Roles and Responsibilities

- **Chief Executive Officer (CEO):** Ultimate accountability for EEO and AAP compliance across all business operations.
- **EEO Compliance Officer:** Ensures policy implementation, maintenance of AAPs, training, reporting, and compliance audits. (position currently held by Sheetal Parikh)
- **Managers and Supervisors:** Required to act in alignment with this policy, complete mandatory training, and foster an inclusive workplace.
- **All Employees:** Expected to comply with the spirit and letter of this policy and report any observed violations.

VI. Compliance and Recordkeeping

Vishtek maintains all records necessary to demonstrate compliance with applicable EEO and affirmative action laws, including applicant tracking, employment decisions, compensation data, and training records. These are retained in accordance with OFCCP regulations.

VII. Policy Dissemination

This EEO Policy is posted conspicuously at all Vishtek facilities and included in employee handbooks and onboarding materials. It is communicated annually to all employees and subcontractors and is available to the general public via Vishtek's website.