



Contexture EEO Policy Statement

TO: All Employees and Applicants
FROM: Melissa Kotrys, CEO
DATE: November 1, 2024

It is the ongoing policy and practice of Contexture to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation, or any other applicable status protected by state or local law.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement. Contexture is committed to making employment decisions based on valid requirements, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation, or any other applicable status protected by state or local law. Contexture will analyze its personnel actions rigorously to ensure compliance with this policy.

Contexture will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Contexture's legal duty to furnish information. 41 CFR 60-1.35(c)

Contexture's EEO coordinator is Sharon Burdett, Chief Human Resource Officer at Contexture's Arizona based location located at 2901 N. Central Ave, Ste 1100 | Phoenix | AZ | 85012. Sharon is responsible for compliance with state and federal EEO laws and affirmative action regulations. She is also responsible for implementing the company's Affirmative Action Plan (AAP), including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact the EEO Coordinator. Our AAP for Veterans and the Disabled is available to you in her office during regular office hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

I personally endorse the policy of equal employment opportunity. I ask for your continued assistance and support in maintaining an environment that reflects Contexture's commitment to equal and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

11/8/24

Melissa Kotrys, CEO

Date

The parties hereby incorporate the requirements of 41 C.F.R. § 60-1.4(a) and 29 C.F.R. § 471, Appendix A to Subpart A, if applicable.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), if applicable. These regulations prohibit discrimination against qualified protected veterans and qualified individuals with disabilities and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.



CERTIFICATE OF COMPLIANCE

Contexture is a Federal government contractor subject to the requirements of the regulations at 41 CFR 60-1, 41 CFR 60-300 and 41 CFR 60-471. Accordingly, Contexture has established a written Affirmative Action Plan for Race & Gender, Protected Veterans, and Individuals with Disabilities (IWD).

The Affirmative Action Plan for Race & Gender, covered by 41 CFR 60-2, includes the following, required quantitative analysis:

- 1) A Workforce Analysis that is compliant with 41 CFR 60-2.11
- 2) A Job Group Analysis that is compliant with 41 CFR 60-2.12
- 3) Placement of incumbents in job groups compliant with 41 CFR 60-2.13
- 4) Determination of Availability compliant with 41 CFR 60-2.14
- 5) Comparison of incumbency to availability compliant with 41 CFR 60-2.15
- 6) Establishment of placement goals compliant with 41 CFR 60-2.16

Contexture's Race & Gender Affirmative Action Plan includes the following components, as designated per 41 CFR 60-2.17:

- 1) Designation of responsibility for implementation
- 2) Identification of Problem Areas
- 3) Action Oriented Programs
- 4) Periodic Internal Audits

The Affirmative Action Programs for Protected Veterans and IWD, covered by 41 CFR 60-300.44 and 741.44, includes the following required information:

- 1) Contexture's EEO Policy Statement regarding Protected Veterans and IWD
- 2) Review of Personnel Processes
- 3) Review of Physical & Mental Qualifications
- 4) Reasonable Accommodations for Physical & Mental Qualifications
- 5) External & Internal Dissemination of Policy, Outreach and Positive Recruitment
- 6) Internal Audit and Reporting Systems
- 7) Responsibility for Implementation

Contexture includes the establishment of the required annual benchmark under 41 CFR 60300.45, the establishment of utilization goals required under 41 CFR 60-741.45 and the corresponding data collection that is required under 41 CFR 40-60-300.44(K) and 741.45(k):

- 1) The number of applicants who self-identified as protected veterans or IWD or who are otherwise known to be protected veterans or IWD
- 2) The total number of job openings and the total number of jobs filled
- 3) The total number of applicants for all jobs
- 4) The number of protected veterans or IWD hired
- 5) The total number of applicant hired

Sincerely,

11/8/24