



Equal Opportunity Plan

Symmetric Program Management LLC

SPM 07 | Version 1.0 | Prepared October 11 2026

Policy owner Dr. Thomas Jackson Founder and Chief Executive Officer

Approval signature: *Thomas Jackson* Effective date: October 11, 2026

Purpose and commitment

SPM will make employment, assignment, training, compensation, promotion, and subcontractor selection decisions using relevant qualifications, performance, safety requirements, and documented business needs. SPM prohibits unlawful discrimination, harassment, and retaliation. This company commitment applies even where a particular federal employment statute does not cover the company because of workforce size.

Scope and protections

The plan covers applicants, employees, and workplace conduct involving contractors, clients, and visitors. Decisions must not unlawfully discriminate based on race, color, religion, sex, pregnancy or related conditions, national origin, age, disability, genetic information, protected veteran status, or other status protected by applicable law. Identify the law and jurisdiction that govern each activity; do not assume all statutes have identical coverage.

Responsibilities

The CEO owns the plan and reviews selection criteria, pay decisions, accommodations, and corrective action. Project managers use consistent requirements and report concerns. Every worker must maintain respectful conduct and cooperate with fair reviews. An independent reviewer handles allegations involving the CEO. Subcontractors remain responsible for their own employment obligations and must comply with applicable contract terms.

Recruitment and selection

Describe essential duties and genuine qualifications before recruiting. Use accessible application methods and objective evaluation criteria. Apply the same criteria to comparable candidates, document job-related reasons, and keep interview questions relevant to work. Do not ask for medical or genetic information except through a lawful, appropriately timed process. Verify licenses or clearances only when needed for the role.

Pay and development

Base compensation and advancement on role requirements, experience, responsibilities, performance, and other lawful documented factors. Review comparable decisions for inconsistent treatment. Make training and project opportunities available using relevant eligibility criteria. Apply discipline consistently and record facts and reasons. Do not use client preferences to justify unlawful discrimination.

Reasonable accommodation procedure

Applicants and workers may request an accommodation verbally or in writing without special terminology. The CEO or an independent designee acknowledges the request, identifies the work barrier, and engages in an individualized discussion. Evaluate effective options for disability, religious practice, and pregnancy-related needs under applicable law. Request only information legally permitted and necessary, protect it separately, and document the decision and any alternative.

Harassment prevention

Prohibit slurs, threats, unwelcome sexual conduct, bullying based on protected status, and hostile behavior in person, online, during travel, or at company events. Supervisors act promptly when they observe or learn of concerns. Workers may report without confronting the person involved and may bypass their manager. Apply this standard to client and subcontractor interactions as well as internal conduct.

Complaint and nonretaliation procedure

Report a concern to the CEO through a verified company channel or use the independent reviewer if the CEO is involved. External complaints to agencies remain available without company approval. Record the concern, assess immediate safety and interim measures, and preserve relevant records. Do not penalize a good-faith reporter, witness, accommodation requester, or person exercising protected rights. Limit information to those who need it.

Investigation and resolution

Acknowledge reports within two business days as an internal target, with urgent risks addressed immediately. Assign an impartial reviewer, interview relevant persons, consider records, and document findings and corrective measures. Aim to complete review within 30 days; explain necessary extensions. Notify the parties of appropriate outcome information while protecting privacy. Monitor for retaliation after resolution. These targets do not change external filing deadlines.

Contract and statutory applicability

At hiring and each award, review workforce size, work location, and incorporated clauses to identify posting, reporting, recordkeeping, disability, veteran, and other obligations. Review any required affirmative action duties separately. This general equal opportunity plan is not a substitute for a required formal affirmative action program, workforce analysis, or prescribed report.

Equal opportunity records

Record	Minimum contents
Selection file	Role; criteria; evaluation; decision; documented job-related reasons
Accommodation file	Request; interactive review; decision; implementation; follow-up
Complaint file	Allegation; reviewer; evidence; findings; actions; retaliation checks
Training register	Personnel; role; date; version; acknowledgment
Applicability register	Jurisdiction; headcount; award clauses; duty; owner; due date

Training and review

Provide orientation before supervisory or hiring duties and refresher training annually. Review employment decisions, concerns, and open accommodation actions quarterly. Store medical information separately with restricted access. Retain records under applicable law and contract and preserve legal holds. Reference: EEOC Small Business Resource Center, <https://www.eeoc.gov/employers/small-business>.

Acknowledgment

I understand the equal opportunity, accommodation, reporting, and nonretaliation requirements.

Name _____

Role _____

Signature _____ Date _____.