



Equal Opportunity/Affirmative Action Statement

Cascadia Consulting Group, Inc. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, sex, sexual orientation, age, marital status, national origin, ancestry, disability, veteran status, or other categories protected by law. Cascadia Consulting Group's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination and social, educational and recreational programs.

To ensure equal employment opportunity, Cascadia takes the following measures:

- 1) Equal and fair treatment is provided to all employees regardless of race, color, religion, sex, sexual orientation, age, marital status, national origin, ancestry, disability, veteran status, or other categories protected by law.
- 2) Cascadia takes proactive measures in its recruitment process to connect with a diverse group of job applicants by placing job announcements in forums that are known to attract candidates from diverse backgrounds.
- 3) A complete workforce profile which records employees by race or ethnicity, gender, and job classification is maintained and reviewed annually.
- 4) All employees are advised at time of employment that Cascadia is an Equal Opportunity / Reasonable Accommodation Employer and that hiring, promotion or demotion is based only on the individual's qualifications and ability to perform the work.
- 5) Cascadia cooperates with and supports apprenticeship training programs based on strict non-discrimination.
- 6) Cascadia's HR Coordinator serves as the Equal Employment Officer who is authorized to supply reports and represent Cascadia in all matters regarding this affirmative action plan.
- 7) The Equal Employment Officer is responsible for :
 - a. Seeking to use minorities, females, and disabled individuals to the same degree as all others, based on the following factors.
 - i. Percentage of minorities, females, and disabled individuals in the company's workforce as compared with the labor market in the area.
 - ii. Local available of minorities, females, and disabled individuals having the skills we employ.
 - iii. Availability of promotable minorities, females, and disabled individuals in our company.
 - iv. Existence of training institutions to train minorities, females, and disabled individuals in the area.
 - v. The internal skills training our company offers for minorities, females, and disabled individuals.
 - b. Supervision of periodic audits of employment practices including: (1) applicant flow, (2) promotion, and (3) training.
 - c. Contacts with recruitment sources for qualified minorities, females, and disabled individuals. Notification to employees regarding promotions or vacancies to ensure equal opportunity.
 - d. Instruction of all supervisory personnel regarding their responsibility for equal employment opportunity and non-discrimination requirements.
 - e. Periodic reviews with all supervisory personnel to ensure that the program is being implemented at all levels.