

EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. PURPOSE

The purpose of this policy is to outline The Cloudburst Group's (Cloudburst) policy to afford Equal Employment Opportunities to all qualified individuals.

II. POLICY

Cloudburst will provide Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, pregnancy, sexual orientation, gender identity, affectional preference, military service/veteran status or citizenship status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment relationships, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, recreation programs, and the application of services, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

Cloudburst, as part of its commitment to Equal Employment Opportunity and Affirmative Action, adheres to all city, state and federal laws with respect to Equal Employment to include the employment of qualified minorities and persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals of any race or with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Cloudburst. Contact the Human Resources Department with any questions or requests for accommodation.

Invitation to Self-Identify for Minority and Individuals with Disabilities

Cloudburst is a Government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities. Employees who have a disability and wish to be considered under the affirmative action program should contact the Human Resources Manager.

Employees can self-identify as a minority or person with a disability during the application process or at any point in their employment. The information provided to Cloudburst by the employee will assist the company in placing the employee in an appropriate position and in making any necessary accommodations for their disability. Submission of this information is

voluntary and refusal to provide it will not subject the employee to any adverse treatment. The information provided will be used only in ways that are not inconsistent with Section 503 of the Rehabilitation Act.

Information submitted about an employee's disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of qualified individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act, as amended, may be informed.

If an employee is a qualified individual with a disability, we would like to include them under the affirmative action program. For the most effective result, the employee should advise Cloudburst about (i) any special methods, skills, and procedures that qualify the employee for positions that he/she might not otherwise be able to do because of the disability so that he/she will be considered for any positions of that kind, and (ii) any needed accommodations that would enable the employee to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, elimination of marginal job duties, provision of personal assistance services or other accommodations.

A written copy of Cloudburst's Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Human Resources Department. Interested persons should contact the Human Resources Manager at 240-582-3312 for assistance.

Cloudburst prohibits retaliation against any individual who reports discrimination or who participates in an investigation of such reports.

HR Manager's Responsibility

The HR Manager is responsible for taking steps to ensure that all management and all supervisory personnel understand and effectively implement this policy.

The HR Manager is also responsible to ensure that all complaints of discriminatory treatment in violation of this policy are brought to the attention of the Management* so that an internal investigation may be undertaken promptly. At the conclusion of an investigation and/or within a reasonable time thereafter, the Human Resources Manager will contact the employee(s) and communicate the findings, if appropriate. Any employee, including managers, involved in, or condoning, discriminatory practices will be disciplined up to and including termination.

Supervisor's/Manager's Responsibility

The Manager or Supervisor is responsible for reporting any complaints of discriminatory treatment in violation of this policy to the attention to the HR Manager. The Supervisor or Manager is also responsible for fully cooperating with, or participating in, any investigation that is conducted. They must ensure that any employee who raises concerns is treated fairly and without bias during and after the investigation.

Staff Responsibility

It is the responsibility of each and every employee of Cloudburst to give our policy of Equal Employment Opportunity real meaning through our full support.

All members of Management are primarily responsible for seeing that Cloudburst's Equal Employment policies are implemented, but all staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

It is the responsibility of Cloudburst employee's to report any violation of this policy to the HR Manager as soon as they observe or are told of a violation.

III. PROCEDURE

Reporting a Concern

If anyone feels that they have been treated unfairly in any aspect of their employment, we want to assure that they have an opportunity to present their concerns. Concerns can be made in person (followed up by a written complaint) or in writing to the Manager of Human Resources.

Self-Identify as a Minority or an Individual with a Disability

Employees who wish to Self-Identify as a minority or person with a disability should complete the form [HR-FM-006.1 EEO Self-Identification Form](#) found on **One** Cloudburst and submit it to the HR Manager. The HR Manager will seek additional information as to what accommodation, if any; the employee is seeking for his/her disability.

IV. TO WHOM THE POLICY APPLIES

This policy applies to all Company Representatives, with specific application to Company Managers and anyone with responsibility over a specific contract or program.

V. ACCOUNTABLE MANAGER


The Human Resources (HR) Manager is the Accountable Manager for management and administration of this policy.

VI. DEFINITIONS AND ACRONYMS


- Company - Cloudburst Consulting Group, Inc. (The Cloudburst Group).
- Company Representatives - Corporate officers, employees and other representatives of the Company.
- HR - Human Resources



- Management - Executives, Sr. Directors of Cloudburst and Human Resources

SIGNATURE AUTHORITY*	
	05/13/2015
Lizette L. Salvador, HR Manager	Date

*A Policy is not official unless the Signature Authority block is signed by the authorized company official.

REVISION HISTORY			
Description of Change:			
Previous version 3/1/2014			
Revised 5/13/15 to include recent update on Equal Employment Opportunity Executive Order 11246, as amended.			
Policy Revised By:		Approved By:	
Lizette Salvador HR Manager	5/13/15		5/13/15
	Date		Date
		JP Morgan, Chief Financial Officer	