



Miami Business Services, LLC

Equal Employment Opportunity

EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION POLICY

Miami Business Services is committed to diversity and inclusion, and therefore strives to maintain a workplace that: (1) recognizes and values the inherent worth and dignity of all people; (2) fosters tolerance, sensitivity, understanding, and mutual respect; and (3) encourages each individual to reach his/her full potential. Miami Business Services believes diversity and inclusion strengthen its workplace and sharpen its competitive advantage by: (1) expanding perspectives; (2) promoting the open exchange of ideas; (3) stimulating creativity and innovation; and (4) heightening employee self-image.

Miami Business Services views, treats, and evaluates each individual on the basis of his/her own personal abilities, qualifications, and other relevant characteristics. Miami Business Services prohibits unlawful discrimination, is fully committed to equal employment opportunity, and endeavors to maintain a workplace free of discrimination and harassment based on race, color, national origin or ancestry, gender, religion, age, disability, sexual orientation, military status, marital status, parental status, pregnancy and/or genetic information. Miami Business Services will not discriminate against any employee or job applicant based on any of the foregoing factors. Miami Business Services will also take all reasonable steps to ensure that each employee's work environment is free from unlawful discrimination or harassment based on any of the foregoing factors. Retaliation against any employee who complains about perceived discrimination or harassment is also strictly prohibited and will not be tolerated.

An employee who believes he or she or any other individual has been discriminated against, harassed, or retaliated against, or who has equal employment opportunity-related questions, problems, or complaints of any kind, should first communicate his/her concerns to his/her immediate supervisor whenever possible. If the employee is not satisfied with the supervisor's handling of the matter, or if the question, problem, or complaint involves the employee's immediate supervisor, the employee should contact a higher-level member of management or Miami Business Services Human Resources Department.

Any violations of this policy or any perceived wrongdoing committed in the workplace should be reported to the Miami Business Services Human Resources (918) 541-2110.