



EEO Policy

A. GENERAL

Equal Employment Opportunity (EEO) Policy of Aim Texas is a comprehensive set of principles that govern the company's commitment to providing equal opportunities to all employees and job applicants. It establishes a framework for fair treatment, non-discrimination, and inclusivity within the organization.

At Aim Texas, we believe in the fundamental value of diversity and recognize that each individual brings unique perspectives and talents to our team. Our EEO policy is built on the principle of fostering an inclusive work environment that respects and values differences, such as race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by applicable laws.

We are dedicated to upholding the rights and dignity of all employees and applicants, ensuring that they are not subject to any form of discrimination or harassment during recruitment, hiring, training, promotion, compensation, benefits, termination, or any other aspect of employment.

At Aim Texas, our EEO policy and project management philosophy form the backbone of our organizational culture. We are dedicated to creating an inclusive and diverse workplace, where each employee's unique contributions are valued and respected, and where projects are managed with precision and excellence. Together, we strive to achieve our objectives efficiently, effectively, and with integrity.

B. POLICY STATEMENTS

- Violations of the policy will result in appropriate disciplinary action.
- The policy applies to all employees, job applicants, contractors, and interns.
- The policy extends to all employment-related practices, including recruitment, hiring, training, promotions, and terminations.
- The policy applies to all employment statuses, including full-time, part-time, and temporary employees.
- The policy applies at all organizational levels, from entry-level to executive positions.



- The project managers, team leaders and supervisors are accountable for promoting EEO principles within their teams.
- All parties that work with Aim Texas consultants are responsible to promptly report any EEO concerns.
- Aim Texas establishes partnerships with organizations and associations that represent underrepresented groups to expand the candidate pool.
- Aim Texas will take corrective action to address any disparities or challenges identified through monitoring of compliance of the staff with compliance guidelines (Section C).
- This policy will be revised to reflect changes in laws, regulations, or organizational needs, when required.

C. COMPLIANCE

- Compliance with federal laws (e.g., Title VII of the Civil Rights Act, Americans with Disabilities Act, Age Discrimination in Employment Act, etc.).
- Adherence to state and local laws related to EEO and non-discrimination.
- The organization's commitment to staying up-to-date with any changes in relevant laws and regulations.
- The policy aligns with guidelines from regulatory agencies.

D. PROHIBITED PRACTICES

- Discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, or veteran status is strictly prohibited.
- Harassment, including sexual harassment are a prohibited practice.
- Retaliation against individuals who file complaints or participate in investigations is strictly prohibited.
- Any specific practices relevant to the organization's industry or work environment is strictly prohibited.



- Commitment to preventing systemic and subtle forms of discrimination is strictly prohibited.

E. RECRUITMENT AND HIRING

- Job postings are inclusive and free of discriminatory language.
- All candidates will be evaluated based on their qualifications and job-related merits.
- Aim Texas commits to provide reasonable accommodations to applicants during the hiring process.
- Aim Texas commits to ensure fair and unbiased interviews and selection processes.
- Aim Texas encourages candidates to negotiate their offers, ensuring that such discussions are handled fairly and transparently.
- Aim Texas conducts background checks and reference checks consistently for all candidates, focusing on job-related information only.
- Aim Texas maintains accurate and detailed records of the recruitment and hiring process, including applications, interview notes, and reasons for selection or non-selection, ensuring that records are kept confidential and comply with data protection laws.

F. COMPLAINT PROCEDURES

Aim Texas established a transparent and accessible process for employees, consultants and sub-consultants to report any incidents of discrimination, harassment and other EEO-related concerns. The goal is to ensure that employees feel safe and confident in reporting such issues and that complaints are promptly and effectively addressed.

- Aim Texas provides multiple avenues for employees, consultants and sub-consultants to report complaints. Candidates, consultants and sub-consultants are informed on those in recruitment and hiring process, through HR representatives (in the projects' teams), reporting anonymously to dedicated e-mail (anonymity is guaranteed).



- Complaints will be treated with the utmost confidentiality to protect the privacy and rights of all parties involved.
- Aim Texas commits to promptly acknowledging receipt of the complaint and initiating the investigation process in a timely manner.
- The expected timeframe for resolution will be informed to the complainants, ensuring that complaints are addressed promptly without undue delay.
- Based on investigation findings, Aim Texas takes appropriate actions to resolve the complaint and prevent future occurrences, and provides remedial measures, such as training, counseling, disciplinary actions, or other corrective actions as necessary.
- The Identities of the employees, consultants and sub-consultants will be kept confidential to the extent possible, and only those directly involved in the investigation will be informed.
- Aim Texas assigns an impartial and qualified investigator to conduct the investigation, ensuring that the investigator has received appropriate training on handling EEO complaints and understands the applicable laws and company policies.
- Aim Texas instructs the investigator to gather relevant evidence, such as witness statements, documentation, emails, and any other supporting information.
- Aim Texas encourages employees, consultants, and sub-consultants to provide any evidence or documentation they may have related to the complaint.
- Aim Texas keeps complainant informed of the investigation progress and its outcomes, clearly explaining the results of the investigation and any actions taken to address the complaint.

Aim Texas Trading, LLC
Updated in October 2014