MGS INCORPORATED	Employee Handbook Policy #: 2.2 Revision Date: March 2017

Policy Title: Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MGS will be based on merit, qualifications, and abilities. MGS does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

MGS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Personnel Office. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.