EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICIES

The Aerospace Corporation is committed to maintaining a work environment that is free from any and all forms of unlawful discrimination and harassment. It is therefore the company’s policy to prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer, or client on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, veteran status, genetic information, citizenship status, or any other basis prohibited by law. It is also the company’s policy to prohibit any and all forms of retaliation against any individual who has complained of harassing or discriminatory conduct, or participated in a company or agency investigation into such complaints.

The Aerospace Corporation is a federal contractor committed to an affirmative action program that employs, advances in employment, and otherwise treats qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. Employment decisions will be based only on valid job requirements, and will extend to all terms, conditions, and aspects of the employment process including, but not limited to, recruitment, selection, compensation, benefits, training, promotion, and disciplinary actions. The company will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the company’s business.

The company’s affirmative action policy also prohibits employees and applicants from being subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local law requiring equal opportunity for disabled persons or covered veterans; (3) opposing any act or practice made unlawful by any federal, state, or local law requiring equal opportunity for disabled persons or covered veterans; or (4) exercising any other right protected by regulations requiring equal opportunity for disabled persons or covered veterans.

The non-confidential portions of the affirmative action program for individuals with disabilities and protected veterans may be reviewed by appointment in the Inclusion and Equal Opportunity office, located in El Segundo, Building D10, Room 215, Monday through Thursday between the hours of 9:00 a.m. and 3:00 p.m. For further information, please contact the Inclusion and Equal Opportunity Office at (310) 336-5432.
A key component of the company’s commitment to equal opportunity is zero tolerance for workplace harassment in violation of company policy and/or state or federal law. Such harassment, whether committed by company personnel or by clients, customers, vendors, or other individuals doing business with The Aerospace Corporation will not be tolerated. Additional information regarding the corporation’s prohibition against workplace harassment may be found in corporate Practice HR-6-4.

Affinity groups are employee-led associations formed around a common interest for inclusion of diverse groups based on demographic characteristics such as: race/ethnicity, gender, gender identity/expression and sexual orientation, veteran status, and disability status. At The Aerospace Corporation, affinity groups have long been established to enhance the company’s diversity, inclusion, and affirmative action programs efforts while acting as a resource to the company’s management and employees on diversity matters. They develop and execute programs that support the company’s commitment to an inclusive work environment where unique ideas and perspectives are valued. The affinity group focus areas include diversity recruitment, professional development, cultural awareness, and community outreach.

As President and CEO, I fully support our diversity, inclusion, and affirmative action programs. I am committed to the implementation of the company’s equal opportunity and affirmative action policies. By implementing these practices, we can ensure the full participation of all employees, and benefit from the contributions of a diverse workforce. I have delegated overall responsibility for these policies to Lisa Barnum, Director, Inclusion and Equal Opportunity Office. Her office is responsible for the implementation and auditing of these policies at all company locations. Complaints of harassment, discrimination, or retaliation should be directed to the Inclusion and Equal Opportunity Office. The alleged misconduct will be promptly and thoroughly investigated by the company, and, if a violation of this policy is found, the company will take immediate and appropriate corrective action.

I encourage each of you to support and participate in our diversity, inclusion, and affirmative action program efforts.

____________________________
Wanda M. Austin

January 5, 2015