



**AAP FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA,
NEWLY SEPARATED VETERANS, AND PERSONS WITH DISABILITIES**

POLICY STATEMENT

It is the policy of M1 Support Services (M1) and my personal commitment to not discriminate against any employee or applicant for employment because he or she is an individual with a disability, a disabled veteran, a newly separated veteran, a campaign veteran, or an armed forces service medal veteran (i.e., qualified protected veterans). It is also the policy of M1 to take affirmative action to employ and to advance in employment all qualified persons regardless of their status as individuals with disabilities or protected veterans.

Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. M1 Support will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to special disabled veterans. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees of and applicants to M1 will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage seeking to obtain their legal rights related to any law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

As President of M1, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected the Managing Director as the Equal Employment Opportunity (EEO) Director for M1, who is assisted in implementation by the corporate Human Resources Manager. One of the Human Resources Manager's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of M1 programs.

In furtherance of M1's policy regarding Affirmative Action and Equal Employment Opportunity, M1 has developed a written Affirmative Action Program which sets forth the policies, practices and procedures which M1 is committed to applying in order to ensure that its policy of non-discrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the home office. Interested persons should contact the Human Resources Manager at 940-323-1119 for assistance.

A handwritten signature in black ink, appearing to read 'William Shelt', with a stylized flourish at the end.

William Shelt, President