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**SUBJECT:** Equal Employment Opportunity and Affirmative Action Policy Statement

**APPLIES TO:** All Employees and Applicants for Employment

**DATE:** May 1, 2023

Ignite Digital Federal Services, LLC (SC) is an equal opportunity employer and provides equal opportunity in employment for all qualified persons. Ignite Digital Federal Services, LLC (SC) makes employment decisions including, but not limited to, recruiting, hiring, promotion, demotion, training, compensation, benefits, disciplinary actions, and terminations on the basis of merit. Employment decisions are based on an individual's qualifications as they relate to the job under consideration. Employment decisions will be based on the principles of equal employment opportunity and with the intent to further Ignite Digital Federal Services, LLC (SC)'s commitment to affirmative action and equal employment.

Ignite Digital Federal Services, LLC (SC) will take affirmative action to ensure that qualified minorities, females, individuals with disabilities, and protected veterans are introduced into the workforce, encouraged to apply for promotion, and considered as promotional opportunities arise.

The policy prohibits unlawful discrimination based on gender (which includes pregnancy, childbirth, or related medical conditions, the actual gender of the individual or the identity, appearance or behavior of an individual, whether or not that identity, appearance, or behavior is different from that traditionally associated with the individual's gender or birth), sexual orientation, race, color, creed, religion, national origin, citizenship, ancestry, pregnancy, age, marital status, registered domestic partner status, medical condition (which includes genetic characteristics), physical or mental disability, status as a protected veteran, or any other consideration made unlawful by applicable federal, state or local laws, ordinances or regulations. Ignite Digital Federal Services, LLC (SC) also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Ignite Digital Federal Services, LLC (SC) is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Ignite Digital Federal Services, LLC (SC)'s operations and prohibits unlawful discrimination by any employee of Ignite Digital Federal Services, LLC (SC), including supervisors, coworkers, and subordinates. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who believes he or she requires an accommodation in order to apply for a job or to perform the essential functions of a job should contact the EEO Officer and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to apply for or perform the job. Ignite Digital Federal Services, LLC (SC) will analyze the situation, engage in an interactive process with the employee, and respond to the employee's request.

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint, preferably in writing, to your supervisor, Ignite Digital Federal Services, LLC (SC)'s Human Resources Department, or the EEO Officer. If these individuals are not available, or in the event you believe that one of these individuals has engaged in inappropriate behavior in violation of this policy, submit a complaint to any other supervisor as soon as possible. Supervisors must report any and all conduct of which they are made aware which violates, or may violate, this policy to myself or other upper-level managers, as appropriate. Your complaint should be specific and should include the names of the individuals and witnesses involved. We will promptly undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

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If we determine that unlawful discrimination or a violation of this policy has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to and including termination. Appropriate action also will be taken to deter any future discrimination.

There will be no retaliation against any employee who brings a complaint under the equal employment opportunity policy or who assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.

Employees and applicants are encouraged to identify their race, gender, disability status, and their protected veteran status. This self-identification is strictly voluntary, confidential, and will not result in retaliation of any sort.

The top executive of our corporation fully supports our equal employment opportunity and affirmative action efforts. As CEO of Ignite Digital Federal Services, LLC (SC), I am committed to the principles of equal employment opportunity and affirmative action. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Donna Locke as the EEO Officer for Ignite Digital Federal Services, LLC (SC). One of the EEO Officer's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of our Affirmative Action Program.

In furtherance of Ignite Digital Federal Services, LLC (SC)'s policy regarding equal employment opportunity and affirmative action, Ignite Digital Federal Services, LLC (SC) has developed a written Affirmative Action Program which sets forth the policies, practices, and procedures which the company is committed to applying to ensure that its policy of non-discrimination and affirmative action is accomplished. Any questions should be directed to me, your supervisor, or Donna Locke, EEO Officer.

DocuSigned by:

*Marc Murphy*

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Marc Murphy  
CEO

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**SUBJECT:** Employment of Individuals with Disabilities and Protected Veterans

**APPLIES TO:** All Employees and Applicants for Employment

**DATE:** May 1, 2023

Ignite Digital Federal Services, LLC (SC) provides equal employment opportunities for all prospective and current employees. Ignite Digital Federal Services, LLC (SC) does not discriminate on the basis of race, color, national origin, religion, gender, gender identity, sexual orientation, age, protected veteran status, disability, genetic information, or any other status protected by law. Ignite Digital Federal Services, LLC (SC) takes affirmative action to ensure equal employment opportunity. Affirmative Action is a results-oriented program designed to ensure that each individual can participate equally in all employment opportunities at Ignite Digital Federal Services, LLC (SC).

Ignite Digital Federal Services, LLC (SC) recruits, hires, trains, and promotes persons in all job titles and ensures that all personnel actions are based on merit, qualifications, abilities, and valid job requirements, without regard to disability or status as a disabled veteran, a recently separated veteran, an active duty wartime or campaign badge veteran, or an armed forces service medal veteran. This policy governs all aspects of employment, including application, hiring, compensation, promotion, discipline, termination of employment, and access to benefits and training.

Ignite Digital Federal Services, LLC (SC) encourages any employee with questions or concerns about equal employment opportunity or discrimination in the workplace to bring these issues to our attention. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities: filing a complaint; assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmation action provisions of the Vietnam Era Veterans' Readjustment Assistance Act ("VEVRAA"), Section 503 of the Rehabilitation Act, or any other federal, state, or local law requiring equal opportunity for individuals with a disability or with a status as protected veteran; opposing any act or practice made unlawful by VEVRAA or the Rehabilitation Act; or exercising any other right protected by VEVRAA or the Rehabilitation Act.

Any applicant or employee who believes he or she requires an accommodation in order to apply for a job or to perform the essential functions of a job should contact the EEO Officer and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to apply for or perform the job. Ignite Digital Federal Services, LLC (SC) will analyze the situation, engage in an interactive process with the employee, and respond to the employee's request.

Ignite Digital Federal Services, LLC (SC) managers and supervisors take affirmative action to ensure adherence to equal employment opportunity practices and provide appropriate training of personnel in their areas of responsibility. The implementation of this policy requires the understanding and cooperation of all employees, supervisors, and managers.

Ignite Digital Federal Services, LLC (SC) maintains an Affirmative Action Program for employment of individuals with disabilities and status as a disabled veteran, a recently separated veteran, an active duty wartime or campaign badge veteran, or an armed forces service medal veteran. The program will be audited periodically, updated annually, and made available for applicant and employee inspection during normal business hours. To review the plan, please contact Donna Locke, Director Compliance at 619-405-4844.

The top executive of our corporation fully supports our equal employment opportunity and affirmative action efforts. As CEO of Ignite Digital Federal Services, LLC (SC), I am committed to the principles of equal employment opportunity and affirmative action. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Donna Locke as the EEO Officer for Ignite Digital Federal Services, LLC (SC). One of the EEO Officer's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of our Affirmative Action Program.

DocuSigned by:

Marc Murphy

Marc Murphy, CEO

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