

Questions

Complaint Procedure

At Paragon and SCIS we promote a culture of employees reporting issues of concern. Any employee who believes that he or she has been subjected to discrimination or harassment in the workplace, by anyone, should promptly report the concerns to a supervisor, Human Resources Representative, Program/Project Manager, Field Team Lead, Regional Field Team Leader, VP of Operations, any other management employee, or the Hotline.

To file a confidential and/or anonymous report, you may call:

The Paragon/SCIS
Hotline
800.574.8637
or: www.paragonhotline.com/
www.scishotline.com
confidential reporting 24/7

If after an investigation you feel that the problem has not been resolved to your satisfaction, you may file a complaint with the Equal Employment Opportunity Commission (EEOC). No adverse action will be taken by Paragon/SCIS, or any of its agents, in retaliation for filing a claim of discrimination or harassment with any county, state or federal agency.

Pay Transparency Policy Statement

Paragon/SCIS will not discharge or discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Paragon/SCIS's legal duty to furnish information.



Equal Opportunity Employer

Paragon Systems, Inc. and Securitas Critical Infrastructure Services, Inc. are equal opportunity employers and firmly committed to Affirmative Action and its policy of non-discrimination and equal opportunity for all people.



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Paragon Systems, Inc.
Securitas Critical Infrastructure Services, Inc.

Paragon Systems & SCIS Equal Opportunity Policy

Paragon Systems and SCIS, consistent with the Equal Employment Opportunity-Affirmative Action Policy under Executive Order 11246, is committed to preventing improper conduct in the workplace, including discrimination or harassment based on:

- Race/Ethnicity
- Color
- National Origin
- Ancestry
- Sex/Gender
- Gender Identity/Expression
- Sexual Orientation
- Marital/Parental Status
- Pregnancy/Childbirth or related conditions
- Religion
- Creed
- Age
- Disability
- Genetic Information
- Veteran Status
- Any other status protected by local, state, or federal law

This Applies to all Aspects of the Employment Relationship, Including:

- Initial consideration for employment
- Job placement and assignment of responsibility
- Transfer
- Performance evaluation
- Promotion and advancement
- Compensation and benefits
- Education
- Tuition assistance
- Training and professional development opportunities
- Formation & application of human resource policies
- Facility and service accessibility
- Social and recreation programs
- Layoff and recall from layoff
- Discipline & termination

We are also in full support of Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974, 38 U.S.C. § 4212, and amendment made by the Jobs for Veterans Act of 2002 (JVA) which supports Equal Employment Opportunity and Affirmative Action to employ and advance in employment individuals with disabilities, disabled veterans, veterans of the Vietnam Era, recently separated veterans, armed forces service medal veterans, and active duty wartime or campaign badge veterans. If you have a disability or are a covered veteran and would like to be included in our Affirmative Action Program, please tell us.*

- *i. Supervisors and managers may be informed of necessary restrictions on your work or duties as a result of your disability or disabled status, and regarding necessary accommodations.
- ii. First-aid personnel may be informed when and to the extent appropriate if your condition might require emergency treatment.
- iii. Government officials investigating EEO compliance will be informed.

Creating and maintaining a work environment free of discrimination and harassment is one of our primary concerns. Based on our firm objectives:

All Supervisory Personnel Will:

1. Promptly report all improper workplace conduct, including discrimination and harassment complaints to the Human Resources Department.
2. Cooperate with investigations of employee complaints.
3. Take corrective and remedial action to prevent prohibited conduct from reoccurring.



All Employees are Responsible for:

1. Demonstrating sensitivity to, and respect for, racial, cultural, sexual, age, religion, veteran status, disability, and physical differences when working with other employees and customers, and avoiding harassment of others based on any protected status.
2. Demonstrating job performance that meets position requirements and Paragon/SCIS's commitment to equal employment opportunity and affirmative action objectives.

Because of our commitment to these objectives, appropriate corrective measures will be taken with any employee whose conduct is incompatible with these objectives and values.