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A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Scientific Research Corporation has been and will continue to be an equal opportunity employer. A copy of our Equal Employment Opportunity Policy is attached. To assure full implementation of equal employment opportunities, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran's status, age or disability.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran's status, national origin, citizenship, sex, age or disability.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

I have appointed Steven K. Watt, Executive Vice President and Chief Administrative Officer, to take on the responsibilities of SRC's EEO Coordinator. As EEO Coordinator, Steve will be responsible for the day-to-day implementation and monitoring of our equal employment efforts and our Affirmative Action Plan. As part of that responsibility, he will periodically analyze the Company's personnel actions and their effects to insure compliance with our Equal Employment Opportunity Policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under our Affirmative Action Plan, please contact Steve Watt during regular business hours.

I have reviewed and fully endorse our affirmative action and equal employment opportunity program. In closing, I ask the continued assistance and support of all of SRC's personnel to attain our objective of equal employment opportunity for all.

Sincerely,

A handwritten signature in black ink that reads 'Michael L. Watt'.

Michael L. Watt
Chief Executive Officer and President



Personnel Policy No. 2023
EQUAL EMPLOYMENT OPPORTUNITY POLICY

2023.1 POLICY

Scientific Research Corporation has been and will continue to be an equal opportunity employer. We are committed to providing equal employment opportunities to all persons without regard to race, color, religion, national origin, sex, age, disability that can be reasonably accommodated or military veteran status.

It is the policy of SRC to comply with federal and state laws that prohibit employment discrimination. SRC will establish practices and procedures to ensure that persons are recruited, hired, trained, promoted and/or terminated without regard to race, color, religion, national origin, sex, age, disability that can be reasonably accommodated or military veteran status. All other personnel actions, including compensation, benefits, transfers, layoffs, and recall from layoffs will be administered without regard to race, color, religion, national origin, sex, age, disability that can be reasonably accommodated or military veteran status.

SRC will not tolerate any retaliation or harassment of employees and applicants because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; or (3) exercised any other right protected by federal, state or local law requiring equal employment opportunity.

2023.2 PROCEDURE

1. Scientific Research Corporation will maintain an affirmative action program to achieve the intent of this policy and the proper utilization of minorities, women, disabled individuals and veterans in our workforce. Written affirmative action plans will be prepared and maintained, the results of which will be reviewed annually. SRC's affirmative action program will be modified periodically as necessary to comply with federal, state and local laws.
2. Steven K. Watt, Executive Vice President and Chief Administrative Officer, serves as SRC's Equal Employment Opportunity Coordinator (EEO Coordinator). As SRC's EEO Coordinator, he will be responsible for the implementation and monitoring of SRC's equal employment opportunity policy and affirmative action program. As part of that responsibility, he will periodically analyze the Company's personnel actions and their effects to insure compliance with our equal employment policy, review the effectiveness of our affirmative action program and make changes as necessary to promote equal employment opportunities at SRC.
3. SRC's Human Resources Department will be responsible for assisting the EEO Coordinator in formulating, implementing, coordinating and monitoring the Company's

efforts in the area of equal employment opportunity. The duties of the Human Resources Department include, among others:

- a. Collecting and analyzing employment data, developing affirmative action plans, and internal and external communication of the affirmative action program;
 - b. Developing recruitment and hiring techniques designed to comply with the equal employment policy of the Company;
 - c. Complying with various statutory recordkeeping and notice requirements of employment related statutes and regulations, including making certain that EEO posters are properly displayed and maintaining and monitoring records of all personnel activity, including referrals, placements, transfers, promotions, terminations and compensation, at all levels to ensure nondiscriminatory practices;
 - d. Monitoring SRC's attainment of any projected goals and objectives related to the affirmative action plans, preparing an annual review and summary of SRC's plans and submitting the results achieved under these plans to the EEO Coordinator and the Chief Executive Officer;
 - e. Investigating allegations or complaints of discrimination and advising and assisting management in resolving such issues in the best interests of SRC; and
 - f. Advising the EEO Coordinator of the effectiveness of the program and submitting recommendations to improve unsatisfactory performance with goals and objectives of the program.
4. SRC's affirmative action plans are available for inspection upon request, and information relevant to these plans is available through SRC's EEO Coordinator during normal business hours.
 5. Each SRC employee, including supervisors and managers, is responsible for complying with the letter and spirit of all federal, state and local legislation, government regulations, and executive orders covering equal employment opportunity and affirmative action.
 6. If any SRC employees and applicants believe that they have been the subject of discrimination in any of SRC's employment practices, they may file a complaint with SRC's EEO Coordinator, Human Resources Department, or General Counsel. In addition, an SRC employee may submit a complaint through our hotline at www.scires.alertline.com. Complaints should be submitted with sufficient detail to describe the allegation.
 7. Because SRC takes allegations of discrimination seriously, SRC will promptly begin a fair and thorough investigation of any employee or applicant complaint, and where it is determined that inappropriate actions have taken place, SRC will act quickly to eliminate the inappropriate conduct and impose any necessary corrective action, including disciplinary action.