



## **Equal Employment Opportunity Policy Statement**

It is the policy of Skeo Solutions, Inc. (Skeo) not to discriminate against any employee or applicant for employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status. It is also Skeo's policy to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status, and to base all employment decisions only on valid job requirements. This policy applies 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.

Skeo forbids any harassment of its employees and applicants based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status. Additionally, Skeo prohibits retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination; engaged or may engage in filing a complaint; assisted in a review, investigation, or hearing; or otherwise sought to obtain their legal rights under any federal, state or local Equal Employment Opportunity law.

As Co-Chief Executive Officers of Skeo, we are committed to the principles of affirmative action and Equal Employment Opportunity (EEO). To ensure dissemination and implementation of EEO and affirmative action throughout all levels of the company, Skeo People Operations Manager Sarah Bennett serves as Skeo's EEO Manager. The EEO Manager establishes and maintains internal audit and reporting systems to allow for effective measurement of Skeo's EEO affirmative action programs.

To implement this EEO Policy Statement, Skeo has developed a written Affirmative Action Program that presents the policies, practices and procedures that Skeo will execute to accomplish its policy of nondiscrimination and affirmative action. Skeo employees and applicants may contact the EEO Manager during normal business hours for assistance and to make a request to inspect Skeo's Affirmative Action Program.

Skeo requests the support of all employees in accomplishing Equal Employment Opportunity at Skeo.

**Briana Branham and Kristin Sprinkle**

**January 1, 2023**

**Skeo Solutions, Inc.**