



a.i. solutions

April 29, 2019

To Whom It May Concern:

This letter is to inform you a.i. solutions, Inc. is committed to the principles of equal employment opportunity. Moreover, as a government contractor subject to by Executive Order 11246, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and Section 503 of the Rehabilitation Act of 1973, as amended, a.i. solutions, Inc. takes its affirmative action obligations very seriously. a.i. solutions, Inc. states as its Policy of Affirmative Action the following:

- It will be the policy of a.i. solutions, Inc. not to discriminate on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law. This policy applies to all recruitment, hiring, training, and promotion decisions for all job titles.
- All employment decisions shall be consistent with the principle of equal employment opportunity, and only job related qualifications will be required.
- All personnel actions, such as compensation, benefits, transfers, tuition assistance, social and recreational programs, etc. will be administered without discrimination on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.

As a vendor or subcontractor, you are notified you may be subject to the regulations implementing Executive Order 11246, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and Section 503 of the Rehabilitation Act of 1973, as amended, including: 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 41 CFR Part 60-2, 48 CFR Section 52.222-54(e); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements.

As applicable, you shall abide by these requirements which require that covered entities not discriminate and take affirmative action on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, and protected veteran status.

Corporate Headquarters

4500 Forbes Blvd. Suite 300, Lanham, MD 20706

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To assure compliance with the Company's AAP, Christy Jeffries Fenner, Affirmative Action Officer, has been designated to administer and monitor the Program and make reports to Senior Management.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Christy J. Fenner', written over a large, loopy blue scribble.

Christy J Fenner
Affirmative Action Officer

Corporate Headquarters

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