

A NOTICE AND INVITATION TO ALL JOB APPLICANTS AND EMPLOYEES

This Affirmative Action and Equal Employment Opportunity Policy Statement (“the Policy”) applies to all divisions of CivicActions, Inc. (collectively, “the Company”).

Non-discrimination. Federal, state, and local equal employment opportunity laws combine to protect job applicants and employees from discrimination on the basis of a protected status/characteristic in recruiting, hiring, appointment, transfer, promotion, tenure, classification, referral, discharge, layoff, compensation, benefits, job training, tuition assistance, participation in Company-sponsored educational, social, and recreational programs, and other aspects of employment. Consistent with applicable law and the Company’s Policy Against Proscribed Harassment and Discrimination for Employees, this Policy prohibits such discrimination against job applicants and employees based on the following protected statuses/characteristics—age, alienage, caregiver status, childbirth, citizenship status, color, creed, disability, domestic violence victim status, ethnicity, familial status, gender and/or gender identity or expression, marital status, military status, national origin, parental status, partnership status, predisposing genetic characteristics, pregnancy, race, religion, sex, sexual orientation, unemployment status, veteran status, and any other legally protected basis.

Non-retaliation. Federal, state, and local equal employment opportunity laws also prohibit retaliation against job applicants and employees for engaging in protected activity. Consistent with applicable law and the Company’s Policy Against Proscribed Harassment and Discrimination for Employees, this Policy prohibits harassment, intimidation, threats, coercion or discrimination because a job applicant or employee engaged in any of the following protected activities: (i) filed a complaint pursuant to an equal employment opportunity law or applicable Company policy; (ii) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of an equal employment opportunity law or applicable Company policy; (iii) opposed any act or practice prohibited by an equal employment opportunity law or applicable Company policy; or (iv) exercised any other right protected by an equal employment opportunity law or applicable Company policy.

Affirmative Action Program. To further ensure the Company’s commitment to equal employment opportunity, the Company maintains an affirmative action program in accordance with applicable laws, regulations, executive orders, and government directives. The Company has taken, and will continue to take, affirmative action to recruit and advance qualified women, racial and ethnic minorities, persons of minority sexual orientation and gender identity, individuals with disabilities, and veterans. Depending on the job opening, these actions may include: widely posting the position with a variety of outlets on general career and/or industry-specific sites, including publications with wide minority readership; attending job fairs and career events; contacting professional associations and community-based organizations; and participating in mentoring programs.

Affirmative Action Plan. As part of the Company's affirmative action program, the Company also prepares an annual affirmative action plan. The plan includes a number of quantitative analyses designed to evaluate the percentage of women, racial and ethnic minorities, individuals with disabilities, and veterans employed throughout the Company, and based on these percentages, to assess specific areas where the Company can improve its affirmative action outreach and recruiting efforts.

To gather the data necessary to perform these analyses, in accordance with applicable law, the Company invites: (i) job applicants to voluntarily self-identify their race, ethnicity, gender, disability status, and veteran status at the pre- and post-offer stages of the hiring process; and (ii) employees to voluntarily self-identify their disability status at five (5) year intervals thereafter. Employees are also free to update their status at any time, as applicable. *Submission of this information is voluntary and refusal to provide it will not subject the job applicant or employee to any adverse treatment.* Responses will remain confidential within the People Operations Team, and will be used only for purposes of preparing the Company's affirmative action plan and satisfying reporting requirements. When reported, data will not identify any specific individuals.

Kimberlin Schone serves as Director of People and leads the People Team, which enforces the Company's non-discrimination and anti-harassment policies, evaluates requests for workplace accommodations, and maintains the Company's affirmative action plan. Ms. Schone also oversees the Company's internal audit and reporting system, which requires (i) measuring the effectiveness of the Company's affirmative action program; (ii) indicating any need for remedial action; and (iii) determining the degree to which the Company has attained its objectives.

If an applicant or employee has any questions about this Policy or about viewing portions of the Company's current affirmative action plan, please contact the People Team. Please also remember that employees with disability may update their disability status and/or seek reasonable accommodation by contacting the People Team.