



## **Notice to All Applicants**

### **Equal Opportunity Policy Statement**

To provide equal employment and advancement opportunities to all individuals at all levels in the organization, employment decisions at S4 Inc. “The Company” will be based on merit, qualifications, and abilities. It has been and shall continue to be both the official policy and the commitment of the Company to further equal employment opportunities for all persons regardless of, among other characteristics, race, religion, color, national origin, sex, sexual orientation, gender identity, age, ancestry (common in state statutes), genetic information, status as a protected veteran or status as a qualified individual with a disability including a physical or mental disability, or any other characteristic protected by applicable federal, state or local law.

The Company’s EEO policy, as well as its affirmative action obligations, includes the full and complete support of the Company, including its Chief Executive Officer. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In furtherance thereof, the Company will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to disability or protected veteran status, or any other protected category; and the Company will ensure that all employment decisions are based only on valid job requirements. Company has designed and implemented an audit and reporting system to monitor and maintain compliance.

Furthermore, the Company will make reasonable accommodations for qualified protected veterans and individuals with known disabilities, or any other protected category unless doing so would result in an undue hardship.

Furthermore, the Company does not discriminate against individuals whom the contractor knows to be spouses or other associates of a qualified protected veteran.

The contractor will not discharge or in any other manner 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 the contractor’s legal duty to furnish information.



<https://www.dol.gov/agencies/ofccp/faqs/pay-transparency>

The Company prohibits harassment of any individual on the basis of disability, protected veteran status, or any other protected category.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities, among others:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of any federal, state or local equal employment opportunity or affirmative action statute;
3. Opposing any act or practice made unlawful by federal, state or local law requiring equal employment opportunity or affirmative action; or
4. Exercising any other employment right protected by federal, state or local law or its implementing regulations.

For information regarding the Company's internal policies addressing complaints of harassment, please refer to the Company's Policy Against Harassment.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resources Department or the Chief Executive Officer.

The Company remains committed to respond to any specific complaints applicants or employees may file with the Company's equal employment opportunity office. Overall responsibility for the implementation of the Company's equal employment opportunity programs and for affirmative action compliance activities is assigned to Human Resources at (781) 273-1600 extension 112.

*Revised 10.12.23*