



EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION Statement of Policy

It is the objective of Reston Limousine to obtain qualified employees consistent with position requirements: to seek, employ, promote, and treat all employees and applicants for employment without regard to race, color, religion, national origin, creed, gender, age, marital or veteran status, sexual orientation, genetic information, disability or any other personal characteristic protected by applicable law. All individuals will be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and all other aspects of their employment without regard to their personal protected characteristics.

Reston Limousine will make reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities, unless it would result in undue hardship to the Company. Any applicant or employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Human Resources Manager to request an accommodation. The individual should assist us in identifying the type of accommodation he or she needs to perform the job.

The Chief Executive Officer fully supports the Affirmative Action Program and directs and directs responsibility to supervisory employees to further the implementation of this policy and ensure conformance by their employees. Supervisory personnel as well as those responsible for hiring new employees must take all necessary action in the elimination of possible discrimination toward applicants and employees in all levels of employment and employee relations. It is also the policy of Reston Limousine to maintain a working environment free of unlawful harassment and intimidation. Employees who violate this policy will be subject to disciplinary action.

All employees are responsible for seeing that this policy is continuously followed. Management shall work in furthering its implementation, monitoring the progress being made and representing the company if anyone wants to make inquiries concerning potential violations of this policy. Reston Limousine expects all employees to conduct themselves with integrity and good moral character. Management will not tolerate a violation by any employee.

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Affirmative Action

Under the affirmative action obligations imposed by Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) and the Jobs for Veterans Act (JVA), it is Reston Limousine's policy to provide equal employment opportunities and to advance in employment qualified women, minorities, individuals with a disability and covered veterans. Reston Limousine's policy of providing equal employment opportunities to qualified women, minorities, persons with a disability and protected veterans shall apply to all employment practices, which are based only on valid job requirements, including, but not limited to: promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training.

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On a strictly voluntary basis, Reston Limousine invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under Reston Limousine's Affirmative Action Program to identify themselves to their manager or the Human Resources Manager. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential. If you are interested in viewing the AAP for Employees with Disabilities and/or Covered Veterans, please contact the Human Resources Manager during regular working hours.

Reporting Issues Regarding EEO

All employees should use the following process to report perceived or potential violations of the EEO and Non-Harassment Policies: Discuss the issue with their manager, the Human Resources department. In the event that circumstances make reporting an issue to the either of the above individuals difficult, the employee may report the issue to any other member of management. All reports of possible violations of the EEO policies will be fully investigated. Anyone reporting such a violation will not be subjected to harassment, intimidation, threats, coercion or discrimination for such reporting.