

Discrimination & Harassment Prevention Policy

1. Purpose

Agile Global Solutions (AGS) is committed to maintaining a workplace where every individual is treated with dignity, respect, and professionalism. This policy outlines our expectations for behavior, our commitment to equal opportunity, and our procedures for preventing, reporting, and addressing discrimination and harassment.

2. Scope

This policy applies to:

- All employees, contractors, and temporary workers
- All applicants for employment
- All interactions occurring in the workplace, at client sites, during business travel, virtual meetings, and any work-related events

3. Policy Statement

AGS strictly prohibits discrimination, harassment, and retaliation of any kind. We are committed to providing equal employment opportunities regardless of:

- Race or color
- National origin or ancestry
- Sex, gender identity, or gender expression
- Sexual orientation
- Religion
- Age
- Disability
- Pregnancy
- Genetic information
- Veteran or military status
- Any other characteristic protected by applicable law

No employee, leader, or representative of AGS may engage in behavior that violates this policy.

4. Definitions

4.1 Discrimination

Unfair or unequal treatment of an individual or group based on a protected characteristic. Examples include:

- Denying opportunities or assignments
- Unequal pay or benefits
- Biased performance evaluations

4.2 Harassment

Unwelcome conduct—verbal, physical, visual, or digital—that creates an intimidating, hostile, or offensive work environment. Harassment may be:

- **Sexual** (e.g., unwanted advances, inappropriate comments, sexual jokes)
- **Non-sexual** (e.g., slurs, insults, threats, derogatory remarks)

4.3 Retaliation

Any adverse action taken against an individual for reporting a concern, participating in an investigation, or exercising their rights under this policy.

AGS maintains a zero-tolerance stance on retaliation.

5. Responsibilities

5.1 Employees

- Treat colleagues, clients, and partners with respect
- Refrain from discriminatory or harassing behavior
- Report concerns promptly

5.2 Managers & Leaders

- Model appropriate behavior
- Ensure team members understand this policy
- Act immediately when concerns arise
- Maintain confidentiality to the greatest extent possible

5.3 Human Resources

- Receive and document reports
- Conduct fair, timely, and impartial investigations
- Recommend corrective actions
- Maintain records in accordance with legal requirements

6. Reporting Procedures

Employees may report concerns through any of the following channels:

- Direct supervisor or manager
- Human Resources
- Executive leadership
- Anonymous reporting mechanisms (if available)

Reports will be taken seriously and investigated promptly. Confidentiality will be maintained to the extent possible.

7. Investigation Process

- HR or a designated investigator will gather facts, interview involved parties, and review relevant evidence
- Findings will be documented
- Appropriate corrective or disciplinary action will be taken, up to and including termination

8. Corrective Action

Depending on the severity and nature of the violation, actions may include:

- Coaching or training
- Written warnings
- Suspension
- Termination
- Removal from client engagements

9. No Retaliation

AGS prohibits retaliation against anyone who:

- Reports a concern in good faith
- Participates in an investigation
- Requests accommodation

Any retaliatory behavior will result in disciplinary action.

10. Policy Acknowledgment

All employees must review and acknowledge this policy upon hire and annually thereafter.