

## **AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of MAXIMUS to employ qualified persons of the greatest ability without discrimination against any employee or applicant for employment because of age, ancestry, color, gender, gender identity and gender expression, genetic information, marital status, medical condition, mental or physical disability, U.S. military or veteran status, national origin (including language use), race, religious creed (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding), sexual orientation, citizenship status, or any other status protected by law, except where gender is a bona fide occupational requirement.

MAXIMUS is committed to this policy and takes affirmative action to employ and advance in employment all qualified minorities, women, individuals with disabilities, and protected U.S. veterans. We are far more strongly bound to the policy by the fact that adherence to the principles involved is the only acceptable American way of life.

As President and Chief Executive Officer, I am committed to the principles of Affirmative Action and Equal Employment Opportunity (EEO). In order to ensure dissemination and implementation of EEO and affirmative action throughout all levels of the Company, I have designated Pamela Fauntroy, Vice President – Human Capital as the Equal Employment Opportunity (EEO) Officer for MAXIMUS. One of the EEO Officer's duties is to establish and maintain an internal audit and reporting system to allow for the effective measurement of MAXIMUS programs. In furtherance of MAXIMUS policy regarding EEO and affirmative action, MAXIMUS has developed written Affirmative Action Programs which sets forth the policies, practices and procedures that MAXIMUS is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified minorities, qualified

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females, qualified individuals with disabilities and qualified protected veterans is accomplished.

To implement this policy, MAXIMUS has established Affirmative Action Programs by which we will undertake that we will:

- (1) Recruit, hire, train and promote qualified persons in all job titles, without regard to age, ancestry, color, gender, gender identity and gender expression, genetic information, marital status, medical condition, mental or physical disability, U.S. military or veteran status, national origin (including language use), race, religious creed (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding), sexual orientation, citizenship status, or any other status protected by law, except where gender is a bona fide occupational requirement.
- (2) Base decisions on employment so as to further the principle of equal employment opportunity;
- (3) Ensure that employment decisions are in accord with principles of equal employment opportunity by imposing only valid job requirements;
- (4) Ensure that all personnel actions such as compensation, benefits, transfer, layoff, return from layoff, company- sponsored training, education, tuition assistance, social and recreation programs will be administered without regard to age, ancestry, color, gender, gender identity and gender expression, genetic information, marital status, medical condition, mental or physical disability, U.S. military or veteran status, national origin (including language use), race, religious creed (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding), sexual orientation, citizenship status, or any other status protected by law, except where gender is a bona fide occupational



requirement, or where disability is a bona fide occupational disqualification.

The successful achievement of a nondiscriminatory employment program requires a maximum of cooperation between management and employees. In fulfilling its part in this cooperative effort, management is obliged to lead the way by establishing and implementing affirmative procedures and practices which will ensure our objective, namely, equitable employment opportunities for all.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

MAXIMUS is dedicated to responding promptly and appropriately to any acts of harassment, discrimination or retaliation; to maintaining a disciplinary system that is designed to deter acts of harassment, discrimination or retaliation; and to maintaining a work environment for its workers that encourages respect and dignity. Any employee found to have engaged in conduct inconsistent with this policy will be subject to discipline, up to and including termination.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under our Affirmative Action Plan, or would like to view the Affirmative Action Program for Individuals with Disabilities and Protected Veterans, please contact the EEO Officer during regular business hours.

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I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all MAXIMUS personnel to attain our objective of equal employment opportunity for all.



Bruce Caswell  
President and Chief Executive Officer

Date: April 2, 2018