

Perform Air International Inc.
Quality System Manual
Policy QSM.31: Affirmative Action Program

Revision	Revision Date	Revision Change
N/I	11/15/2023	Initial Release/Re-release
1	12/27/2024	Revised page numbering

Intent

It is the intent of Perform Air International Inc. that all current, future, and prospective personnel are not discriminated against; that management and supervisory personnel be trained on proper etiquette of employment practices; and that the effectiveness of these procedures are evaluated.

Equal Opportunity

Perform Air International Inc. is committed to a policy of affording equal opportunity to all its employees and applicants for employment without regard to race, color, age, sex, national origin, religion, or mental or physical handicap while participating in work-related activities or company sponsored recreational activities.

Females and Minorities

This Affirmative Action Program contains goals, and actions that relate to equal opportunity in all personnel actions. To avail yourself of the benefits of this program, you are urged to contact your supervisor or the HR department.

Dissemination of the Policy

Internal:

1. Perform Air International Inc. takes appropriate steps to internally disseminate information concerning its Equal Employment Opportunity policies and programs and communicates its Affirmative Action Program.
2. Copies of Perform Air International Inc.'s Affirmative Action Program will be made available to any employee on their computer desktop in the QSM. The policy will be printed for any applicants upon request to promote understanding, acceptance, and support.
3. Perform Air International Inc.'s current Equal Employment Opportunity and Affirmative Action Policies will be trained to all management and supervisors as needed.
4. Implementation and effectiveness of the Equal Employment Opportunity Policy and Affirmative Action Plan are internally audited as needed. All employees are encouraged to aid in Perform Air International Inc.'s Affirmative Action efforts to ensure a fair and effective program. Updates and changes to the Equal Employment Opportunity Policy and Affirmative Action Program are communicated to Managers and Supervisors as needed.

5. Perform Air International Inc. posts all Federal and State required Equal Employment Opportunity posters in the lobby for all employees and applicants to view. All applicants who believe they are a qualified individual with a disability, as defined in the Rehabilitation Act of 1973, as amended, or who are a qualified protected veteran under the equal employment opportunity provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, are invited to identify themselves if they wish to benefit under this affirmative action program. Employees may self-identify at any time.

External:

Employment applications, advertisements for employment, and bulletins include notice of the fact that Perform Air International Inc. is an Equal Opportunity and / or Affirmative Action employer, as required. Persons engaged in recruiting inform all prospective employees of our policy of Equal Employment Opportunity and Affirmative Action Program. All purchase orders, leases, and contracts covered by Executive Order 11246 (Department of Labor website), as amended, and its implementing regulations include an Equal Employment Opportunity clause. Vendors and suppliers are notified of their obligation.

Designation of Responsibility

Human Resources Department:

1. Develop EEO policy statements, AAPs, and internal and external communication procedures.
2. Review all personnel actions, policies, and procedures to ensure compliance with Perform Air International Inc.'s Affirmative Action obligation.
3. Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.
4. To assist in the identification of AAP and EEO problem areas as well as assisting management in arriving at effective solutions to AAP and EEO problem areas.
5. Keep the Executive Management of Perform Air International Inc. informed of Equal Opportunity progress and reporting potential problem areas within the company through Management Reviews.
6. Provide a copy of and review Perform Air International Inc.'s AAP with department managers and supervisors to ensure that the policy is understood, and knowledge of their responsibilities is followed during personnel activities.
7. Audit the contents of the company bulletin boards to ensure that compliance information is posted and is up to date.
8. Serve as liaison between organizations for qualified individuals, Perform Air International Inc. and enforcement agencies.

Managers and Supervisors:

1. Review Perform Air International Inc.'s AAP for qualified individuals to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions.

2. Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary.
3. Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur.
4. Review all employees' performance to ensure that non-discrimination is adhered to in all personnel activities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas immediately to the Human Resources Department and are asked to outline their suggestions / recommendations for solutions.

Selection, Recruitment, and other Personnel Procedures

Recruitment/Hiring Process

Appropriate approvals from the responsible hiring and administrative personnel are required before initiating a hire. Job descriptions are reviewed by Human Resources and revised, if necessary, prior to posting to make sure education, experience, skills, etc. are consistent with the requirements of the job. All advertisements must contain the EEO statement – "Perform Air International is an Equal Employment Opportunity Employer."

Job Advancement

All employees are given an opportunity for promotion and transfer. All decisions regarding promotions, transfers, layoffs, and recalls are made without regard to race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information or marital status, disability, or veteran status.

Professional Development

Tuition assistance is offered by Perform Air International. All employees, especially minorities and females, are encouraged to upgrade education and skills to qualify for promotion opportunities.

Internal Audit and Reporting Systems

The company maintains an audit system which has been designed to measure the effectiveness of the program, indicate those areas where remedial action is needed, and determine the degree to which the facility's goals and objectives have been obtained. A progress report is submitted to the President with remedies to solve problems or potential problems.

Compliance with the Gender Discrimination Guidelines

The company does not specify gender in hiring for any jobs. Advertising does not indicate a gender preference. Company policy expressly states that there shall be no discrimination because of gender, sexual orientation, or gender identity.

All employees have an equal opportunity to perform any job they are qualified to perform. There is no distinction based upon gender in employment opportunities, wages, hours, or any other condition of

employment. All fringe benefits are equal for men and for women. There is no distinction made between married and unmarried persons of one gender while not making such a distinction for the other gender.

The company does not discriminate on the basis of pregnancy, childbirth, or related medical conditions. The company follows the Family and Medical Leave Act of 1993 (FMLA). The FMLA provides eligible employees with up to 12 weeks of unpaid job protected leave in a 12-month period with continuation of group health insurance for a specified family event or qualifying exigency.

There are no different retirement ages for males and females.

The company's wage schedules are not based upon or related to the gender of the employee in any way. Neither females nor males are restricted to specific job classifications. There are no areas that may be considered "female" or "male" jobs.

The company also affirms that there is no discrimination against employees or applicants for employment because of religion or national origin and that employees are treated fairly during employment, without regard to their religion or national origin.

Availability of this Document

The full affirmative action program shall be available to any employee or applicant for employment for inspection and is also made available in the QSM.