



## MEMO

**TO:** All US Staff

**FROM:** Gregory A. Kelly, President & CEO, USA

A handwritten signature in blue ink, appearing to read 'G. Kelly', positioned to the right of the 'FROM:' line.

**SUBJECT:** Equal Opportunity and the Affirmative Action Program

**DATE:** January 1, 2018

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WSP USA is firmly committed to Equal Employment Opportunity (EEO) and to compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of sex, race, creed, color, religion, age, national origin, marital status, citizenship status, sexual orientation, gender identity, disability, ancestry, family status, medical condition, family care leave, genetic predisposition or status as a covered veteran and other protected classifications. WSP USA fully embraces the concept of a diverse work force and is prepared to make reasonable accommodations for disabilities and religious practices when necessary. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations.

Responsibility for implementing both the policy and the Affirmative Action Program has been assigned to Lisa Loser, 4139 Oregon Pike, Ephrata, PA 17522 (+1 717-859-7527), who serves as the firm's Equal Employment Opportunity Officer in the United States. She, or her designee, will meet with supervisory personnel to further explain and discuss procedures for implementing WSP USA's Affirmative Action Program. We expect all management officials and supervisory personnel to set an example for WSP USA by intensifying their efforts now and on a continuing basis to attract and promote members of minority groups, women, individuals with a disability, covered veterans for positions in all job categories and at all levels. All supervisory personnel should make special efforts to assure that all employees reporting to them understand and effectively implement the policy. Failure of a supervisor to cooperate in the area of affirmative action is not acceptable. In addition, it is a violation of policy for any employee to engage in any kind of harassment, including sexual harassment. Complaints of harassment should be brought to the attention of WSP USA's Equal Employment Opportunity Officer so that an internal investigation may be undertaken.

All employees are permitted full and free access to voice complaints, problems or suggestions regarding equal employment opportunities covered by the Affirmative Action Program. Such complaints, problems or suggestions should be directed to the Equal Employment Opportunity Officer. Upon request to the Human Resources Department, the Affirmative Action Program for Women and Minorities or Veterans and Disabled Workers is available for review during working hours. Your full and complete cooperation in helping to carry out this program will work to everyone's benefit and will be appreciated.