

# Gonzales Consulting Services, Inc.

*A Professional Service Management Firm*



---

5690 DTC Boulevard  
Suite 560E  
Greenwood Village, CO 80111  
303/383-5500  
Fax: 303/383-5510

888 17<sup>th</sup> Street, NW  
Suite 300  
Washington, DC 20006  
202/293-9355  
Fax: 202/293-9354

**TO:** All Employees and Applicants

**FROM:** Albert C. Gonzales, CEO

**DATE:** December 31, 2013

It is the ongoing policy and practice of Gonzales Consulting Services, Inc. (GCS) to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age, genetic information, disability, veteran status or any other status protected by applicable law.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement. GCS is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, religion, age, genetic information, disability, veteran status or any other status protected by applicable law. GCS will analyze its personnel actions rigorously to ensure compliance with this policy.

GCS' EEO Coordinator is Sheila McCombs, Director, at the GCS' facility located at 5690 DTC Blvd., Ste. 560E, Greenwood Village, CO 80111, 303-383-5500. She is responsible for compliance with state and federal EEO laws and affirmative action regulations. She is also responsible for implementing GCS' Affirmative Action Plan (AAP), including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact the EEO Coordinator. Our AAP for Veterans and the Disabled is available to you in her office during regular office hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

I personally endorse the policy of equal employment opportunity. I ask your continued assistance and support in maintaining an environment that reflects GCS' commitment to equal and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.