

Affirmative Action Policy Statement

Regus Management Group, LLC is a federal contractor or subcontractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("Section 4212") and Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"). As such, it is the Company's policy to take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. The Company also will provide reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities unless the accommodation would impose undue hardship on the operation of the Company's business.

The Company's Affirmative Action Policy prohibits employees and applicants from being subjected to retaliation because they have engaged in or may engage in: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503, Section 4212, or any other Federal, state or local law requiring equal opportunity for disabled persons or protected veterans; (3) opposing any act or practice made unlawful by Section 503 or Section 4212 and their implementing regulations, or any other Federal, State or local law requiring equal opportunity for disabled persons or protected veterans; or (4) exercising any other right protected by Section 503 or Section 4212 or their implementing regulations. Prohibited retaliation includes, but is not limited to harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

The non-confidential portions of the affirmative action program for individuals with disabilities and protected veterans shall be available for inspection upon request by any employee or applicant for employment by request to the Human Resources Department and may be viewed between the hours of 8:30 am through 5:00 pm local time.