



2877 Guardian Lane, Suite 300
Virginia Beach, VA 23452

I want to reaffirm Cape Henry Associates' (CHA) commitment to equal employment opportunity and diversity and restate CHA's zero tolerance policy for any form of discrimination. It is CHA's policy to provide every individual with equal opportunity in all of its employment programs including, but not limited to recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation. I know I can count on each of you to uphold this policy and foster a work environment that is inclusive and supportive of diversity.

Discrimination or harassment based on race, color, sex, religion, national origin, age, mental or physical disability, protected genetic information, sexual orientation, or parental status is prohibited and will not be tolerated. Retaliation based on participation in the EEO process or opposition to discriminatory practices is also prohibited and will not be tolerated.

CHA supports the rights of all employees to engage in protected EEO activity and remains firmly committed to promoting the principles of equity and diversity as it pursues its mission.

If you believe you have been subjected to discrimination, harassment, or retaliation, you should contact CHA's Human Resources Director (Ext.1375) within 45 calendar days of the incident or the date you became aware of the incident. Employees may also report allegations of discrimination to their immediate supervisor, or another management official. Please note, however, that in order to pursue an EEO complaint under Part 1614 of the Equal Employment Opportunity Commission's regulations, employees must report allegations within the 45-day time frame. Failure to do so may require the agency to dismiss the complaint.

If you have any questions regarding this policy, please contact the Ms. Dawn Dikun at 757-502-7424.

William B. Allen
President