



AAA AIR SUPPORT, INC.

13723 Harvard Place

Gardena, CA 90249 USA

Phone (310) 538-1377 / Fax (310) 538-1378

Anti-Discrimination and Harassment Policy

Effective Date: 1/30/2025

AAA Air Support is committed to fostering an inclusive, respectful, and equitable workplace. This document outlines our policies and procedures for preventing and addressing discrimination and harassment in accordance with ISO 26000 and the US Equal Employment Opportunity Commission (EEOC) guidelines.

2. Definition of Discrimination and Harassment

Discrimination refers to differential treatment in hiring, remuneration, training, promotion, and termination based on:

- Race, National origin, Religion, Disability, Gender, Sexual orientation, Union membership, Political affiliation, Age

Harassment includes unwelcome conduct based on the above criteria and may involve:

- Offensive jokes or slurs, physical assaults or threats, Intimidation or insults, Interference with work performance

3. Complaint and Reporting Mechanisms

AAA Air Support provides clear channels for employees to report incidents of discrimination or harassment:

- **Anonymous reporting system** for employees to voice concerns without fear of retaliation.
- **Dedicated HR personnel** to receive, investigate, and address complaints confidentially.
- **Escalation procedures** for unresolved cases to ensure fairness and accountability.

4. Workplace Inclusion Measures

To promote diversity and inclusion, the company implements:

- **Equal opportunity hiring policies** to ensure fair recruitment practices.
- **Disability integration programs**, including reasonable accommodations for employees with disabilities.
- **Gender and racial equality initiatives**, such as mentorship and leadership development for underrepresented groups.



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5. Awareness and Training

AAA Air Support provides regular training sessions on:

- Recognizing and preventing workplace discrimination and harassment, promoting inclusive behaviors and respectful communication, Understanding employee rights and reporting mechanisms.

6. Corrective and Preventive Actions

- Immediate **investigation and resolution** of reported incidents.
- **Disciplinary measures**, including warnings, suspension, or termination for policy violations.
- **Ongoing monitoring and policy updates** to reflect best practices and legal requirements.

Thank you for your commitment to upholding these policies. AAA Air Support is dedicated to upholding a discrimination-free and harassment-free workplace. Employees are encouraged to adhere to these guidelines and report any concerns to maintain a professional and respectful work environment.

For inquiries, reporting violations, or any additional information, please contact Brandon Dyce at bdyce@aaaairsupport.com

(This Anti-Discrimination and Harassment Policy is subject to periodic review and updates by AAA Air Support.)