

**METROPOLITAN INTERPRETERS AND TRANSLATORS, INC.
EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of Metropolitan Interpreters and Translators, Inc. to:

1. Recruit, hire, train and promote, into all job classifications, the most qualified persons without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, age, disability, protected veteran status, any other protected group status or non-job related characteristic as directed by law.
2. Make employment and promotional decisions by utilizing reasonable standards based on the individual's qualifications as they relate to a particular job vacancy, in accordance with equal employment opportunity requirements.
3. Administer all personnel actions relating to the terms, conditions, and privileges in a nondiscriminatory manner.

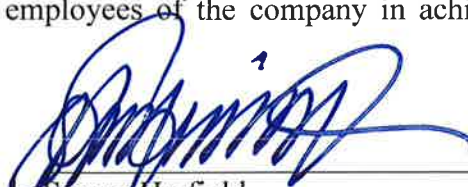
Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Shalini Aguilera, Human Resources/ Security Assistant, is the designated EEO Coordinator at Metropolitan Interpreters and Translators, Inc. The EEO Coordinator's responsibility is to implement and to monitor adherence to this policy. Employees should feel free to contact Shalini Aguilera should they experience any problems.

Any employees or applicants with questions or concerns about any type of discrimination in the workplace are responsible to bring these issues to the attention of their immediate supervisor or the EEO Coordinator. Employees and applicants can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion, or discrimination because they: (1) file a complaint with Metropolitan Interpreters and Translators, Inc. or with federal, state, or local agencies; (2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute; (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity or affirmative action; or (4) exercise any other employment right protected by federal, state, or local law or its implementing regulations.

I personally make my commitment to all of the objectives of equal employment opportunity and expect the cooperation and participation of all employees of the company in achieving these objectives.

11/2/2015
Date


Steven Herfield
President

Distributed: all personnel