

**ACCESS**  
MANAGEMENT  
SERVICES LLC

To: Employees of Access Management Services, LLC and all applicants for employment  
From: Marshall Thomas, MD, President and CEO/CMO  
Date: 9/1/2014  
Re: Equal Employment Opportunity Policy

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Policy:

It is the ongoing policy of Access Management Services, LLC to provide an 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.

Access Management Services, LLC EEO coordinator is Rene Gallegos, Vice President of Administrative Services and Corporate Compliance Officer for Access Management Service's Denver facility. Rene Gallegos is responsible for compliance with state and federal EEO laws and affirmative action regulations. Rene Gallegos is also responsible for implementing the Access Management Services, LLC Affirmative Action Plan (AAP), including the equal employment practices, monitoring and internal reporting. If any employee believes they have not been treated in accordance with this policy, please contact the EEO Officer.

Our AAP for Veterans and the Disabled is available to any employee. It is located in the Access Management Service's Human Resources 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, retaliation or discrimination for filing a complaint or assisting in an investigation.

I personally endorse the policy of equal employment opportunity and affirmative action. All personnel with responsibility for employment and personnel decision are directed to perform their duties in accordance with this policy.



Marshall Thomas, MD  
President and CEO/CMO

9/30/14

Date