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Mon-Fri – 9:00 am – 5:00 pm**

***<https://www.infinitestaffllc.com>***

### **Affirmative Action Plan**

Infinite Staffing, LLC (IS) reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

Infinite Staffing, LLC has developed and will maintain a written Affirmative Action Plan (AAP). The Company's Owner and Chief Executive Officer supports the affirmative action program and urges each employee to commit to carrying out the intent of this plan. Infinite Staffing, LLC will maintain an audit and reporting system to determine overall compliance with its equal employment opportunity mandates. The Chief Operating Officer or his/her designee will oversee the affirmative action plan development, modification, implementation, effectiveness, reporting requirements and will conduct management updates. Infinite Staffing, LLC invites any employee to review the written Affirmative Action Plan. This plan is available for inspection upon request during normal business hours at the Infinite Staffing, LLC office.

As part of Infinite's commitment to this overall process, it will seek to ensure that all aspects of employment, including recruitment, selection, job assignment, training, compensation, benefits, discipline, promotion, transfer, layoff and termination processes remain free of illegal discrimination based upon race, color, religion, sex, sexual orientation, gender identity and national origin, disability (as defined under Section 503 of the Rehabilitation Act of 1973) or protected veteran status (as defined under Vietnam Era Veterans' Readjustment Assistance Act of 1974). The company will ensure that all employment decisions are based only on valid job requirements. Regular review will help to ensure compliance with this policy.

Infinite Staffing, LLC will ensure that employees and applicants shall not be subjected to harassment due to their status described above, or any harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint with Infinite Staffing, LLC or with federal, state, or local agencies regarding status covered under this AAP.
2. assisting or participating 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 pertaining to the status covered under this AAP.
3. opposing any act or practice made unlawful by VEVRAA.
4. exercising any other right protected by VEVRAA or its implementing regulations in this part.