MEMO

TO: All US Staff

FROM: Gregory A. Kelly, President & CEO, USA

SUBJECT: **Equal Opportunity and the Affirmative Action Program**

DATE: **January 1, 2019**

WSP USA is firmly committed to Equal Employment Opportunity (EEO) and to compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of race, religion, color, creed, national origin, ancestry, citizenship status, sex (including pregnancy, childbirth breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), age, marital or registered domestic partnership status, military or veteran status, mental or physical disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, gender, gender identity or expression (including transgender status), political affiliation, or other legally protected classes or any other characteristics protected by federal, state, or local laws.

Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment. WSP is committed to a diverse workforce and will make reasonable accommodations for known physical or mental limitations of qualified employees with disabilities, without regard to any protected classifications, unless the accommodation would impose an undue hardship on the operation of our business.

Responsibility for implementing both the policy and the Affirmative Action Program has been assigned to Martha Alongi, 4139 Oregon Pike, Ephrata, PA 17522 (+1 717-859-7884), who serves as the firm's Equal Employment Opportunity Officer in the United States. She, or her designee, will meet with supervisory personnel to further explain and discuss procedures for implementing WSP USA's Affirmative Action Program. We expect all employees in management and supervisory positions to work diligently to attract, retain, and promote qualified members of minority groups, women, individuals with disabilities and covered veterans for positions in all job categories and at all levels. All supervisory employees should make a distinct effort to oversee that all employees reporting to them understand and uphold our Equal Employment Opportunity policy.

All employees are permitted full and free access to voice complaints, problems or suggestions regarding equal employment opportunities covered by the Affirmative Action Program. Such complaints, problems or suggestions should be directed to the Equal Employment Opportunity Officer. Upon request to the Human Resources Department, the Affirmative Action Program for Women and Minorities or Veterans and Disabled Workers is available for review during working hours. Your full and complete cooperation in helping to carry out this program will work to everyone's benefit and will be appreciated.