



A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

Wayne Berson, CEO

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

BDO USA, P.C. has been and will continue to be an equal opportunity employer. To ensure full implementation of this equal employment policy, we will take steps to ensure that:

- a. Persons are recruited, hired, assigned and promoted without regard to sex, race, color, age, religion, national origin, ethnicity, citizenship, marital status, pregnancy, sexual orientation, gender identity, disability, genetic information, protected veteran status or any other characteristic protected by applicable local, state, or federal laws, rules or regulations.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to sex, race, color, age, religion, national origin, ethnicity, citizenship, marital status, pregnancy, sexual orientation, gender identity, disability, genetic information, protected veteran status or any other characteristic protected by applicable local, state, or federal laws, rules or regulations.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

Associate General Counsel Charis Runnels has been assigned the overall responsibility to implement the Company's legally required affirmative action programs related to individuals with a disability and protected veterans. As part of that responsibility, she will implement and administer an audit and reporting system to ensure compliance with the Company's affirmative action obligations, periodically measure the effectiveness of the affirmative action programs, and identify any areas for potential remedial actions, as appropriate.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to view portions of the Company's affirmative action program for individuals with a disability or protected veterans, please contact Charis Runnels during regular business hours (330 N. Wabash, Suite 3200, Chicago, Illinois 60611; crunnels@bdo.com; or 312-240-3320).

I have reviewed and fully endorse this Equal Opportunity and Affirmative Action Policy Statement and I ask all of the Company's personnel to assist and support equal employment opportunity for all.

Sincerely,

A handwritten signature in dark ink, appearing to read "W Berson", is written over a horizontal line.

Wayne Berson
Chief Executive Officer

04/25