

## Executive Memorandum

**General Dynamics Mission Systems is committed to ensuring accessibility of this policy to all applicants and employees. If you need assistance accessing or understanding this policy statement, or know of an applicant or employee who may need assistance, please contact Randi Riccardo at (703) 272-1718 or [Randi.Riccardo@gd-ms.com](mailto:Randi.Riccardo@gd-ms.com).**

January 2019

To: ALL EMPLOYEES

Subject: **Equal Employment Opportunity, Affirmative Action and Diversity**

It is with a true belief in equality for all in the workplace that I reaffirm my commitment to pursue a vision of equal employment opportunity for every employee of General Dynamics Mission Systems (Company). This vision must be manifested in every employment decision and, if embraced by all, will result in the development and maintenance of a diverse, qualified workforce throughout our Company.

In our efforts to make this vision a reality, it is important that we recruit, hire, train, and promote persons at all levels without regard to race, religion, color, national origin, sex, pregnancy, age, physical or mental disability, sexual orientation, gender identity, genetic information, status as a veteran, or membership in any other class protected by law from discrimination. With the continued expansion of our workforce, we must be also conscious of our obligation to ensure that each personnel decision is executed and administered with integrity and aims to further the principles of equal opportunity. The Company's equal employment opportunity and affirmative action policies require that employment decisions be based only on valid job requirements, and extend to all terms, conditions, and privileges of employment at all levels including, but not limited to, recruitment, selection, compensation, benefits, training, promotion, and disciplinary actions.

Our successful growth can be attributed to the skills and dedication of our diverse workforce. To meet the challenges ahead, members of management are charged with the responsibility to implement our equal employment opportunity and affirmative action commitments. Through these commitments, which support fair and equal treatment of our workforce, we will increase the value of our Company. While every employee is important for the success of our equal employment opportunity and affirmative action policies, I have designated overall responsibility for these policies to Anna Kappus, Senior Manager, Workforce Relations. Anna Kappus is responsible for the implementation and auditing of these policies for the Company, and is assisted by the human resources personnel at individual facilities.

Our policy prohibits sexual harassment and harassment based on color, religion, age, race, national origin, mental or physical disability, gender, including same sex harassment, pregnancy, sexual orientation, gender identity, veteran status, or service in the Uniformed Services of the United States of America. It is incumbent upon each employee to support our policy. The Company will not tolerate unlawful discrimination, retaliation or other forms of prohibited offensive behavior against an individual for reporting or opposing harassment in violation of General Dynamics policy or participating as a witness in any investigation thereof.

We will also take all necessary steps to ensure that no applicant for employment or employee is subjected to harassment, intimidation, threats, coercion or discrimination because he or she has engaged in or may engage in the filing of a complaint; assisting or participating in an investigation, compliance review,

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hearing, or any other activity related to the administration of E.O. 11246, VEVRAA, Section 503, or any other federal, state, or local law requiring equal employment opportunity for individuals with disabilities or protected veterans; opposing any act or practice made unlawful by E.O. 11246, VEVRAA or Section 503 and their implementing regulations, or any other federal, state, or local law requiring equal employment opportunity for individuals with disabilities or protected veterans; or exercising any other right protected by E.O. 11246, VEVRAA or Section 503 or their implementing regulations.

This reaffirmation of our equal opportunity policy will be included in the GDMS Affirmative Action Program for 2019.

A handwritten signature in black ink, appearing to read "C. Brady". The signature is stylized and cursive.

Chris Brady  
President  
12450 Fair Lakes Circle  
Fairfax, VA 22033  
[www.gd-ms.com](http://www.gd-ms.com)