



---

601 Jefferson St. • Houston, Texas 77002  
Phone 713-753-2000 • Fax 713-753-2065

**TO:** All U.S. Based Employees  
**DATE:** January 1, 2018  
**FROM:** Stuart Bradie, President and Chief Executive Officer  
**SUBJECT:** Equal Employment Opportunity and Affirmative Action Policy

---

It is the policy of KBR to provide equal employment opportunity without regard to race, color, religion, disability, sex (including pregnancy, sexual orientation, gender identity or expression), age (40 or older), national origin, veteran's status, or genetic information. KBR will not discriminate against a person who has complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Further, it is the policy of KBR to maintain a working environment free of harassment and intimidation. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal employment opportunity and affirmative action objectives. The continued profitable and responsible growth of KBR will result from enhancing and utilizing the abilities of all qualified individuals to their fullest extent practical. KBR intends that all matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, termination and layoffs, company-sponsored social and recreational programs, and all treatment on the job be free of unlawful discriminatory practices.

Shelly Graves, Vice President of Human Resources, E&C Americas and KBR EEO Officer, has overall responsibility for policy implementation, development of objectives, training, administration, monitoring, and reporting the effectiveness of the program.

All KBR managers and supervisory personnel shall be responsible for the effectiveness of equal employment opportunity and the Affirmative Action Program and its development and implementation within their areas of responsibility.

If you are an individual with a disability as defined in Section 503 of the Rehabilitation Act of 1973, as amended, or a protected United States veteran under the EEO provisions of VEVRAA, as amended, you may update your status at any time with your Human Resources representative.

If you believe you are being discriminated against you may discuss your concerns with your supervisor or your Human Resources representative. If you still need assistance you may contact the Dispute Resolution Program at 1-800-947-7658 or [kbrdrp@kbr.com](mailto:kbrdrp@kbr.com) to discuss appropriate options or you can utilize the KBR Ethics Hotline and Reporting System at [www.kbr.ethicspoint.com](http://www.kbr.ethicspoint.com) or 1-855-219-7328.

The continued success of our Affirmative Action Program for equal employment opportunity requires maximum cooperation from every employee throughout KBR. Equal employment opportunity is not only the law, but it is a principle of KBR. Your full cooperation is expected to achieve this goal.

You may request to view KBR's Affirmative Action Plans through the Employee Relations functional mailbox: FHOUKBR – Employee Relations or [employeerelations@kbr.com](mailto:employeerelations@kbr.com).