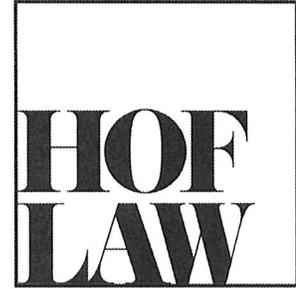


November 27, 2024

Hof Law, LLC
151 1st Ave # 150
New York, NY 10003



Subject: Equal Employment Opportunity

Dear Colleagues and Stakeholders:

Hof Law, LLC is an Equal Employment Opportunity (EEO) employer. Complying with EEO laws and regulations is good business judgement and makes common sense. The authoritative statutes governing employment actions of Hof Law, LLC include The Civil Rights Act of 1964, the Equal Pay Act, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act, the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act of 2008 (collectively, EEO laws).

This document provides clarity with respect to Hof Law, LLC's stance relating to EEO laws, as implemented by guidance issued by the United States Equal Employment Opportunity Commission (EEOC).

Bottom line, discrimination in employment is absolutely not tolerated at Hof Law, LLC. Hof Law, LLC does not, and will not, discriminate in employment based on addictive personality, race, color, religion, sex, national origin, disability, age, or genetic information. Further, if any of Hof Law, LLC's agents or officers are ever found to be discriminating willfully and intentionally contrary to applicable EEO laws, then such individual or individuals will be considered, at all relevant times, off duty and acting on their own behalf, not on behalf of the company.

Additionally, illegal discrimination will not be tolerated in any of the legal work of the firm. This means upholding the value of integrity when drafting legal pleadings to avoid misleading allegations of fact, and other statements, that could be construed as taking advantage of archaic notions of racism, especially institutionalized and intersectional discrimination. Hof Law, LLC exists, in part, to advocate on behalf of underserved communities, and break down such barriers, especially in our government institutions, not perpetuate them in our work.

When we all comply with anti-discrimination laws and EEOC guidance documents, we increase employee productivity, retention, and morale, and limit legal exposure of the company and the firm. Moreover, we advance the very reason Hof Law, LLC exists: to help people.

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Hof Law, LLC pledges here and now to ensure that our workplace policies and practices related to employee selection and retention are as free as possible, not practicable, from discrimination on the basis of additive personality, race, color, religion, sex, national origin, disability, or age. We will aim to do better than the legal standard and apply the legal standard of the City, County and State of New York, across the nation, even while operating without the State of New York, in addition to our operations within the State of New York. We will aspire to ensure non-discrimination with respect to sources of income and other protected basis under the administrative code of the City of New York, such as status as a domestic violence victim or disaster survivor.

Hof Law, LLC will ensure that employees are not harassed because of additive personality, race, color, religion, sex, national origin, disability, age, or genetic information. We will provide equal pay to male and female employees who perform the same work. We will respond promptly and adequately to discrimination complaints, stopping, addressing and preventing the perpetuation of harassment and discrimination in the workplace where and when possible, at all times. We will ensure that employees are not punished for complaining. We will provide reasonable accommodations when practicable, such as changes to the way things are normally done at work, such as permitting a schedule change so an employee can attend a doctor's appointment or can observe a religious holiday.

We will display this document in the workplace and online at hoflawllc.com. Additionally, a free poster can be downloaded on the EEOC's website. We will retain any and all employment records, such as applications or personnel records, required by law. We may encumber additional responsibilities during the operations of the company and the firm, which is why we will count on the EEOC's training and small business liaison to keep us updated as to ruling workplace guidance procedures and processes that uphold the most stringent anti-discrimination practices established with this document.

For questions or concerns about the contents of this document, please contact the undersigned.

Sincerely,



Joseph Hof, CEM
Member
Hof Law, LLC