

## HEALTH, SAFETY & SOCIAL COMMITMENT

### Health & Safety Commitment

VSE Corporation is committed to providing a safe, healthy and efficient work environment. We are committed to the prevention of injury and ill health at all our offices and facilities for our employees, contractors and visitors. We undertake several measures to guarantee the continual improvement of our occupational health and safety management system and encourage the development of a positive health and safety culture by engaging our stakeholders effectively. Employees and other persons visiting or working in all of our facilities are expected to follow all company safety instructions, processes and procedures. They are also responsible for taking reasonable care of their own health and safety, as well as the health and safety of others with whom they may come into contact in our offices. The firm maintains the same expectations outlined in this Policy for our vendors and suppliers.

Employees at all levels are expected to perform all work duties in a safe manner and maintain a work environment that is conducive to maintaining the health and safety of themselves and others. All employees are, therefore, subject to several health and safety obligations, including:

- Compliance with safe work practices, with the intent of avoiding injury to themselves and others;
- Cooperation with the Company on matters involving health and safety;
- Correctly using work items provided by the Company, in accordance with any training and instruction;
- Not interfering with or misusing anything provided for your health, safety or welfare; and
- Reporting all health and safety concerns to an appropriate person.

We take our own obligations in this area very seriously. We make every effort to ensure our operations are free from significant risk to the health and safety of our staff, contractors, visitors, suppliers, the general public and the environment. We are compliant with all applicable laws and/or regulations and is committed to the continual improvement of our policies and procedures by monitoring and evaluating our efforts on an ongoing basis.

### VSE is committed to:

- Ensuring the workplace is safe and without health risks;
- Ensuring that equipment is safe and that safe systems of work are set and followed;
- Ensuring articles and substances are moved, stored and used safely;
- Providing adequate welfare facilities;
- Complying with the applicable health and safety laws and regulations in each country we operate in, whereas if no standard was set by the country, we seek to apply our own internal standard as far as is reasonably practicable;
- Providing information, instruction, training and supervision that is reasonably necessary to

- ensure that each employee is safe from injury and risks to health; and
- Providing information concerning potential hazards in or around our facilities.

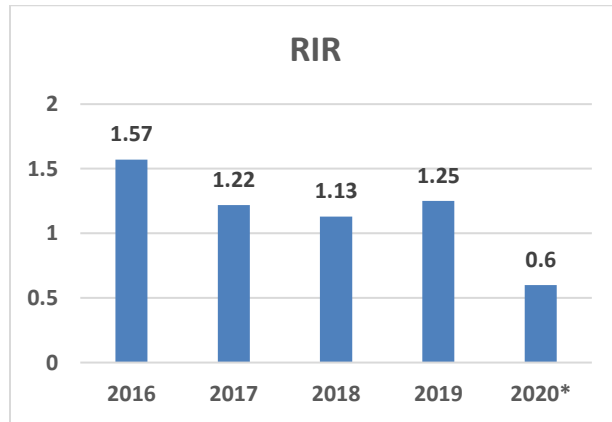
Our Safety and Health management system is based on the concept of continuous improvement. We constantly seek to improve our performance by designing and adapting processes, work practices and systems in the direction of greater safety. Employees should always follow the basic evacuation procedures and remember that personal safety is paramount and takes precedence.

**Health & Safety Metrics**

Two key safety performance metrics that we use to manage our health and safety program are the TRIR and DART rates. Both rates are per capita related metrics based on the number of OSHA recordable injuries occurring in a given calendar year per hours worked.

**TRIR = Total Recordable Incident Rate**

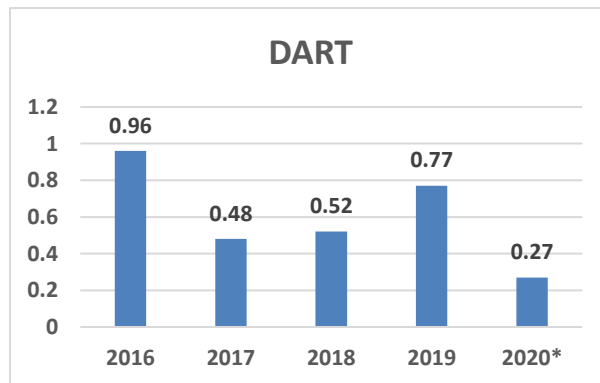
*2020 RIR of 0.60, with a benchmark of 1.50 (industry average is 2.80)*



*The OSHA Total Recordable Incident Rate (or TRIR) is calculated by multiplying the number of recordable cases by 200,000, and then dividing that number by the number of labor hours work at the company.*

**DART = Days Away, Restricted or Transferred from Work**

*2020 DART of 0.27, with a benchmark of 1.0 (industry average is 1.50)*



*\*Decreases in the 2020 TRIR and DART is primarily attributable to temporary site closures due to the COVID-19 pandemic.*



## 2020 SOCIAL & ENVIRONMENTAL RESPONSIBILITY HIGHLIGHTS

<b>Investing in Our People</b> <i>Provided opportunities for all employees to succeed</i>	<b>Maintaining a Safe, Healthy and Sustainable Work Environment</b> <i>Made progress on our commitment to health, safety and environmental responsibility</i>	<b>Supporting Important Causes</b> <i>Invested in meaningful causes that impact our communities</i>
Maintains a workforce of 20% U.S. Military Veterans	Maintains a LEED Gold Certified headquarters building (since 2012)	Corporate and employee donations in support of: <ul style="list-style-type: none"> <li>- Yellow Ribbon Fund</li> <li>- Habitat for Humanity of Greater Miami</li> <li>- Voices for a Second Chance</li> <li>- The Children's Aid Home of Somerset, Pennsylvania</li> <li>- Santa's Castle of Fort Benning, GA</li> </ul>
Advocates for talent mobility by hiring internal candidates for promotions and transfers first.	2020 Recordable Incident Rate (RIR) of 0.60, with a benchmark of 1.50 (industry average is 2.80)	Commitment to community service and volunteering at: <ul style="list-style-type: none"> <li>- Wreaths Across America</li> <li>- House of Heroes</li> <li>- Patapsco Heritage Greenway</li> <li>- Howard County 20-Minute Cleanups</li> <li>- Family and Children's Services of Central Maryland (Adopt a Family Project)</li> </ul>
Tracking VSE's Net Promoter Score on a quarterly basis, which gauges employee satisfaction and loyalty.	2020 Days Away From Work (DART) of 0.27, with a benchmark of 1.0 (industry average is 1.50)	A Virginia Values Veterans (V3) Certified Company

### VSE Inclusion & Diversity Council

In September 2020, VSE launched the VSE Inclusion & Diversity Council (I&D). The Council is comprised of VSE leaders who are working diligently to create a framework and action plan for diversity and inclusion-related initiatives. To support this initiative throughout the company, VSE created an *Inclusion & Diversity Policy* (CGPM 5800), which works in conjunction with *VSE Equal Opportunity and Employment Practices Policy* (CPGM 5010) and *VSE Equal Employment Opportunity Statement* (CPGM 5013) and is reviewed and acknowledged by all employees of VSE Corporation. A copy of CGPM 5800 follows.



VSE CORPORATION

CONSOLIDATED GENERAL POLICY MEMORANDUM NO. 5800

DATE: April 12, 2021  
OWNER: K. Stafford, Chief Human Resources Office / VP of HR  
APPROVED: J. Cuomo, CEO/President/COO  
SUBJECT: Inclusion & Diversity Policy

PURPOSE: VSE Corporation, including its subsidiaries (hereafter “VSE” or “the Company”), seeks to create a Company culture and environment that supports diversity and inclusion. VSE defines diversity as our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other personal characteristics that make our employees unique. This Inclusion & Diversity Policy works in conjunction with *VSE Equal Opportunity and Employment Practices Policy CPGM 5010* and *VSE Equal Employment Opportunity Statement CPGM 5013*.

APPLICABILITY/SCOPE: This policy applies to all VSE employees. The term “employee” or “employees” for purposes of this policy means:

- All officers and employees of VSE Corporation (“VSE”);
- All officers and employees of each VSE subsidiary and operating segment;
- The principal executive officer, principal financial officer, principal accounting officer, or controller, and any other persons performing similar functions for VSE;
- All full time, part-time and temporary employees; and
- Independent contractors and consultants.

The term “Company” as used in this Code means VSE Corporation and each of its subsidiaries and divisions.

All employees must comply with the provisions of this policy.

Written policies in general, and ethical guidelines in particular, can never cover every circumstance and permutation. It is up to each employee to apply wisely the common themes running throughout this policy. Employees with questions about how to apply these general principles should contact their supervisor, Human Resources or the Legal Department. Most daily policy questions can probably be resolved by asking yourself this question: “*Would I be comfortable if my actions in this situation became known to my family, friends, employer, co-workers, and the general public?*” If the answer is “yes,” you are probably doing the right thing.

DISTRIBUTION: All Employees, Officers and Directors

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REVISION 1.0

### POLICY STATEMENT(S)

VSE's inclusion initiatives include, but are not limited to, our practices and policies on recruitment and hiring, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs and terminations, and the development of a work environment built on the premise of equity that encourages:

- Respectful communication and cooperation between all employees, customers, suppliers and business partners.
- Teamwork and employee participation including representation of all groups and employee perspectives equally.
- Flexible paid-time-off (PTO) including "floating holidays" to allow employees to celebrate days or events that are important to them.
- Employer and employee contributions to promote a greater understanding and respect for inclusion and diversity.

All VSE employees have a responsibility to treat each other with dignity and respect.

### Accountability, Trust & Culture

This policy and its enforcement require employee accountability to drive the trust needed to support a culture of inclusion, equity and diversity. VSE desires all employees to:

- Trust that policies, procedures and training are in place to provide a support structure for accountability.
- Trust they will be treated fairly, regardless of their differences.
- Trust that others will be held accountable for policy violations regardless of their position.
- Trust that they can speak up without fear of reprisal.
- Trust that we are not perfect but that we are an evolving, improving and a learning organization which will identify risks or mistakes, correct them, and continue to demonstrate progress.

### Actions Fostering Inclusion

All employees are expected to exhibit conduct that reflects inclusion during work, at work functions, on work-related travel, representing the corporation on social media platforms, and at all other Company-sponsored and participative events. All employees are required to attend and complete annual diversity awareness training to enhance their knowledge and to fulfill and commit to this responsibility.

Any employee found to exhibit inappropriate conduct or behavior as a result of an HR investigation will be subject to disciplinary action.

**Speak Up:** Employees who believe they have been subjected to, or witnessed, any form of discrimination that conflicts with the Company's inclusion policy and initiatives should seek assistance from a supervisor, HR representative, or email [SpeakUp@VSEcorp.com](mailto:SpeakUp@VSEcorp.com) confidentially. For violations that cannot be resolved through the assistance of your supervisor or HR, you may also contact the VSE Lighthouse Compliance Hotline anonymously at 800-398-1496.

## Enforcement

The Company employs the following mechanisms to achieve fair implementation and enforcement of this policy:

- Written Inclusion Policy (this document).
- Annual Inclusion and Diversity Training.
- Disclosure / closure for the offended on a case-by-case basis managed by HR leadership.
- The I&D Council shall publish an Annual Inclusion and Diversity report.
- Posting of all open jobs (new and vacant positions) internally for a minimum of 2 business days on internal VSE or subsidiary intranet website prior to external posting.
- Minimum of one qualified racial or gender diverse candidate must be considered for each external people-leader hire. If no qualified diverse candidates apply, then a minimum of three qualified racial or gender diverse candidates must be contacted about the opportunity through outreach.
- Employees are required to sign this policy to remain an active employee in good standing with the company.

## Categories of Violations

The Company recognizes a hierarchy of possible violations to the letter or spirit of this Policy as follows:

- Treatment of others (direct): harassment/misconduct directed at a specific person or persons based on gender, race, religion, ethnicity, age or sexual identity.
- Treatment of others (indirect): inappropriate conduct/communications not directed at a specific person or people based on gender, race, religion, ethnicity, age or sexual identity.
- Witnessing violations (treatment of others) without speaking up.

- Unfair treatment / bias in hiring, assignments, compensation, opportunities, ratings/reviews, promotions by an individual or organization.
- Unconscious unfair treatment / bias by an individual or organization.

## Consequences / Potential Disciplinary Action

The consequences for violating this policy are based on the facts and circumstances of each case, and include but are not limited to:

- Employee coaching and memo to personnel file;
- Employee discipline including a written warning or performance improvement plan;
- Negative impact on annual performance rating;
- Negative impact on annual cash bonus (if applicable);
- Negative impact on annual merit increase;
- Position demotion; and/or
- Immediate termination for cause.

The Inclusion & Diversity Policy is a tool to document and hold our Company, our leaders and each other accountable to the mission to improve our organization as one that promotes and celebrates a culture of belonging where: **Together, as Ourselves, we are More.**

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VIOLATIONS OF EMPLOYEE RESPONSIBILITIES

Violations of the Inclusion & Diversity policy, Company policies, or related laws and regulations will not be tolerated and may result in disciplinary action up to and including termination, legal proceedings and penalties including, in some circumstances, civil or criminal prosecution for both the individual involved and VSE Corporation.

Acknowledgment:

The undersigned hereby acknowledges receipt of a copy of VSE Consolidated General Policy Memorandum No. 5800 and agrees to comply with it:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name