



Hello everyone,

I am just going to dive into this matter. Diversity is a very important issue to myself and I believe to everyone in some way. I have been an educator for about 16 years and I have encountered students, faculty, administrators and families from every part of the world. My family is from Jamaica, WI. I descend from a very diverse background. We all have our spheres of influence that helped shaped who we are today.

No matter what your beliefs may be, no matter your personal perspectives on race, religion, sex, culture or politics, everyone deserves to be treated with a basic level of respect and dignity. This includes our clients too. Your beliefs are yours and you have no obligation to explain or debate them with anyone. No one has the right to tell anyone else how they should appear, or identify or what to believe. If the company learns of any violation of anyone's personal rights as it pertains to the abovementioned classifications, the offender can and will have their contract terminated immediately.

If treating each other with respect is too much to ask, then Nyckel City LLC is not the place for you. And you are free to find employment elsewhere.

We respect everyone's identities, politics and right to exist and only hope they will feel the same way enough to maintain civility with each other. Even a workplace is a community. And I seek to build a community of people who have no interest in trying to hurt others, teamwork, respect, and partnership.

How can we accomplish this? The "Golden Rule" is a simple and effective policy: "Treat others as you'd like to be treated". Nyckel City LLC did not hire you to tell anyone how they should live or vote or pray. Your beliefs are yours and you have a right to them. Just as others have the right to believe and be as they are. You don't go to a Client's home and engage in any discourse on those topics. You are there to perform a task and that isn't one of them.

Remember, you may think you are sharing your views, but in the eyes of community, you represent Nyckel City LLC. Clients and potential clients will associate your ideals with our company because we hired you.

I will tell you flat out, I and my company do not stand for any kind of discriminatory speech or behaviors that diminishes any group in any way. **AT ALL**. If this is found in our network, that person will be seen as a tumor and will be removed, without prejudice.

There is no room for hate in this company.

In this way, Nyckel City LLC is the company that has and will always defend our Team Members against clients or their representatives who exemplify any kind of discriminatory behaviors/speech. We've had to deal with such clients in the past and informed them that we would not return to their property or work with them in the future. Three complaints about the same client and they will be removed from our Client's list.

Thank you for your time and understanding.

A handwritten signature in black ink, appearing to read 'CSG', written over a horizontal line.

Charles G. Smith III

President, Nyckel City LLC

