

## SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (“Agreement”) is made and entered into by and between Latitude, Inc. (“Respondent”), and the United States Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (“IER”) (together, “the Parties”).

### I. BACKGROUND

WHEREAS, on June 26, 2023, IER opened an independent investigation of Respondent, DJ #197-35-541 (“Investigation”), under 8 U.S.C. § 1324b(d)(1), to determine whether Respondent engaged in citizenship status discrimination in violation of the Immigration and Nationality Act, 8 U.S.C. § 1324b (“Act”);

WHEREAS, pursuant to 8 U.S.C. § 1324b(d)(1), IER concluded based on the IER Investigation that there is reasonable cause to believe that Respondent engaged in a pattern or practice of citizenship discrimination from April 2022 through July 2023, by refusing to refer, recruit, and hire non-U.S. citizens for positions with a client company, in violation of 8 U.S.C. § 1324b(a)(1).

WHEREAS, Respondent asserts that it cooperated with the IER investigation and does not admit to the wrongdoing or legal conclusions IER asserts in this Agreement, and instead, Respondent maintains that it recruits, retains, and hires qualified candidates across diverse backgrounds and nationalities, and has no interest in or intention to dissuade any qualified candidates from applying for any position for which it seeks skilled candidates on behalf of an employer; accordingly, Respondent has strengthened and improved its training and recruitment policies to ensure that it avoids even the appearance of a violation of the statutes referenced in this Agreement in the future.

WHEREAS, the Parties wish to resolve the IER Investigation without further delay or expense and hereby acknowledge that they are voluntarily entering into this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained below and to fully and finally resolve the IER Investigation as of the date of the latest signature below, the Parties agree as follows:

### II. TERMS OF SETTLEMENT

1. This Agreement becomes effective as of the date of the latest signature on the dually signed Agreement, which date is referenced herein as the “Effective Date.” The “term of this Agreement” shall be two years (24 months) following the Effective Date.
2. Respondent shall pay a civil penalty to the United States Treasury in the amount of \$20,000.00.
3. No later than three business days after the Effective Date, Respondent shall provide IER with the name, title, email address, and telephone number of the individual responsible for effectuating all payment(s) of the civil penalty. The monies discussed in this paragraph shall be paid via the FedWire electronic fund transfer system. Respondent shall pay the first

installment of the civil penalty, in the amount of \$5,000.00, within 30 business days of the Effective Date of this Agreement or receipt of fund transfer instructions from IER, whichever is later. The second payment of \$5,000.00 shall be made within six (6) months of the Effective Date, and the third and fourth payments of \$5,000.00 each shall be made within twelve (12) and eighteen (18) months after the Effective Date of the Agreement, respectively. On each day of payment, Respondent shall send confirmation of the payment to Coreen Kopper ([Coreen.Kopper@usdoj.gov](mailto:Coreen.Kopper@usdoj.gov)) and Katelyn Davis ([Katelyn.Davis@usdoj.gov](mailto:Katelyn.Davis@usdoj.gov)). The email confirming payment shall have Respondent's name and the investigation number, DJ #s 197-35-541, in the subject line.

4. Respondent shall not discriminate on the basis of citizenship status, immigration status, or national origin in violation of 8 U.S.C. § 1324b, including not discriminating in recruiting, referring job applicants, hiring, or firing on the basis of citizenship status, immigration status or national origin except as required to comply with a law, regulation, executive order, government contract, or Attorney General directive.
5. Regardless of its clients' preferences, Respondent shall not implement, message, or amplify any citizenship status restriction, preference, or limitation that violates 8 U.S.C. § 1324b.
6. Respondent shall post an English and Spanish version of the IER "If You Have The Right to Work" poster ("IER Poster"), in color and measuring no smaller than 8.5" x 11", an image of which is available at <https://www.justice.gov/crt/worker-information#poster>, in all physical places where notices to employees and job applicants are normally posted, and the electronic image (in a readable size or expandable to such size) on all websites, intranet or landing pages where employees and applicants visit in the course of the hiring and onboarding process. Respondent shall post the IER Posters no later than 14 calendar days after the Effective Date, and the posters will remain posted for the term of this Agreement.
7. Within 60 calendar days of the Effective Date, Respondent shall create (or revise) and implement its employment policies, to the extent it has not already done so, to:
  - A. Prohibit unlawful discrimination on the basis of citizenship status, immigration status, or national origin in the hiring, firing, and/or recruitment or referral for a fee processes, and remove any and all hiring or recruitment restrictions based on citizenship, immigration status, or national origin that do not comport with the requirements of 8 U.S.C. § 1324b;
  - B. Include citizenship, immigration status, and national origin as prohibited bases of discrimination, and ensure inclusion of these bases in any similar Equal Employment Opportunity statements that Respondent includes in printed or electronic materials available to the public or employees;
  - C. Require Respondent's employees to investigate any citizenship status restriction, preference, or limitation provided or requested by a client company to determine that it is necessary in order to comply with a law, regulation, executive order, government contract, or Attorney General directive, and each such determination shall be reviewed by a member of Respondent's executive management, before

implementing or amplifying such restriction, preference, or limitation. Respondent shall ensure that legal counsel review Respondent employee determinations about whether a client company's legal justification for a citizenship status restriction, preference, or limitation complies with 8 U.S.C. § 1324b, to the extent that any such circumstance is not expressly addressed or covered within Respondent's written policies, developed pursuant to this Paragraph 7;

- D. Refer applicants and employees who complain, formally or informally, of discrimination in the recruiting, hiring, firing, to IER by including the following statement: "The Immigrant and Employee Rights Section (IER) can help you with concerns about citizenship status or national origin discrimination in hiring, firing, or recruitment. You can find more information about IER by going to its website at [www.justice.gov/ier](http://www.justice.gov/ier). You can also speak to someone anonymously by calling IER's toll-free number at 800-255-7688. If you think you have been the victim of employment discrimination relating to citizenship status or national origin (including with the Form I-9 process) or retaliation, you must file a charge with IER within 180 calendar days of the discriminatory act."; and
- E. Prohibit any reprisal action against any individual for having opposed any employment practice made unlawful by 8 U.S.C. § 1324b, for filing any charge alleging violation(s) of 8 U.S.C. § 1324b, or participating in any lawful manner in any IER investigation or matter.

Respondent shall submit all policies under this Paragraph to IER for review and approval to ensure compliance with this Agreement and 8 U.S.C. § 1324b at least 30 calendar days before the proposed implementation.

- 8. Within 60 calendar days of the Effective Date, Respondent will ensure that all individuals who are responsible for formulating, providing training on, or implementing Respondent's recruiting, hiring, firing, or equal employment policies, including all managers, sales team members, recruiters, and employees of Respondent with any role in the recruiting, hiring or EEV process for Respondent's employees (collectively, "Sales, Recruitment, and Human Resources Personnel"), receive training regarding their obligations to comply with 8 U.S.C. § 1324b, as follows:
  - A. The training required under this paragraph shall consist of Sales, Recruitment, and Human Resources Personnel: i) viewing an IER Employer/HR Representative webinar, which is publicly available at <https://www.justice.gov/crt/webinars>; and ii) reviewing the following IER educational materials regarding 8 U.S.C. § 1324b: IER Information for Employers About Citizenship Status Discrimination Flyer (<https://www.justice.gov/media/961626/dl?inline>); Best Practices for Recruiting and Hiring Workers (<https://www.justice.gov/crt/best-practices-recruiting-and-hiring-workers>); and, How to Avoid Immigration-Related Discrimination when Complying with U.S. Export Control Laws (<https://www.justice.gov/media/1287536/dl?inline>).

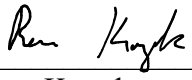
- B. Respondent will pay its Sales, Recruitment, and Human Resources Personnel who are Respondent's paid employees their normal rate of pay during the training, and the training will occur during the employees' normally scheduled workdays and work hours. Respondent shall bear all employee costs, if any, associated with these training sessions.
  - C. Respondent shall compile attendance records listing the individuals who receive the training described in this paragraph, including their full name, job title, and the date(s) of the training sessions, and send the records via email to Coreen Kopper ([Coreen.Kopper@usdoj.gov](mailto:Coreen.Kopper@usdoj.gov)) and Katelyn Davis ([Katelyn.Davis@usdoj.gov](mailto:Katelyn.Davis@usdoj.gov)) (or any other individual IER designates) within 10 calendar days of each training session.
  - D. During the term of the Agreement, all new Sales, Recruiting, and Human Resources Personnel who assume their duties after the initial training described in this paragraph shall view an IER Employer/HR Representative webinar and review the following IER educational materials regarding 8 U.S.C. § 1324b within 60 calendar days of assuming such duties: IER Information for Employers About Citizenship Status Discrimination Flyer (<https://www.justice.gov/media/961626/dl?inline>); Best Practices for Recruiting and Hiring Workers (<https://www.justice.gov/crt/best-practices-recruiting-and-hiring-workers>); and, How to Avoid Immigration-Related Discrimination when Complying with U.S. Export Control Laws (<https://www.justice.gov/media/1287536/dl?inline>). Respondent shall compile and send attendance records for these individuals pursuant to subparagraph C within 10 calendar days of the training.
9. During the term of this Agreement, Respondent shall ensure that all Sales, Recruitment, and Human Resources Personnel can readily access the most current version of the USCIS Handbook for Employers (M-274) ("Handbook"), available at [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central), and current and future revisions of which are available online at [www.uscis.gov](http://www.uscis.gov).
10. During the term of this Agreement, IER reserves the right to make reasonable inquires to Respondent to determine Respondent's compliance with this Agreement. As part of such review, IER may require written reports concerning compliance, inspect Respondent's premises, examine witnesses, and examine and copy Respondent's documents. Respondent shall comply with IER's requests within 30 calendar days unless IER grants Respondent additional time to comply.
11. Nothing in this Agreement limits IER's right to inspect Respondent's Forms I-9 and attachments with at least three (3) business days' notice pursuant to 8 C.F.R. § 274a.2(b)(2)(ii) and 28 C.F.R. § 44.302(b).
12. If IER has reason to believe that Respondent is in violation of any provision of this Agreement, IER may, in its sole discretion, notify Respondent of the purported violation without opening an investigation. Respondent will have 30 calendar days from the date of IER's notification to cure the violation to IER's satisfaction before IER deems Respondent to be in violation of this Agreement.

13. This Agreement does not affect the right of any individual to file a charge with IER alleging an unfair immigration-related employment practice, IER's authority to investigate or file a complaint on behalf of any such individual, or IER's authority to conduct an independent investigation of Respondent's employment practices occurring after the Effective Date or outside the scope of the IER Investigation.
14. IER shall not seek from Respondent any additional civil penalty, beyond that referenced in this Agreement, for the alleged violation of 8 U.S.C. § 1324b that is the subject of the IER Investigation through the Effective Date.

### **III. ADDITIONAL TERMS OF SETTLEMENT**


15. This Agreement is governed by the laws of the United States. This Agreement shall be deemed to have been drafted by both Parties and shall not be construed against any one party in the event of a subsequent dispute concerning the terms of the Agreement. The Parties agree that the paragraphs set forth in Part II of this Agreement (entitled "Terms of Settlement") are material terms.
16. The United States District Court for the District of Maryland shall be the preferred venue for enforcement of any claims over which that court has subject matter jurisdiction. Otherwise, a party must bring any claim or counterclaim to enforce this Agreement in a court of competent jurisdiction. This provision does not constitute a waiver of sovereign immunity or any other defense the United States might have against a claim for enforcement or counterclaims asserted against it.
17. Should any court declare or determine that any provision of this Agreement is illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected and said illegal or invalid part(s), term(s), or provision(s) shall be deemed not to be a part of this Agreement. The Parties shall not, individually or in combination with another, seek to have any court declare or determine that any provision of this Agreement is invalid.
18. The Parties agree that, as of the Effective Date, litigation concerning the violation of 8 U.S.C. § 1324b that is the subject of the Investigation is not reasonably foreseeable. To the extent that any party previously implemented a litigation hold to preserve documents, electronically stored information, or things related to this matter, the party is no longer required to maintain such a litigation hold. Nothing in this paragraph relieves either party of any other obligations imposed by this Agreement.
19. The Parties shall each bear their own costs, attorneys' fees and other expenses incurred in this action.
20. This Agreement sets forth the entire agreement between the Parties and fully supersedes any and all prior agreements or understandings between the Parties pertaining to the IER Investigation.
21. This Agreement may be executed in multiple counterparts, each of which together shall be considered an original but all of which shall constitute one agreement. The Parties agree to be bound by facsimile signatures.

**Latitude, Inc.**

By:   
Ron Kogok  
Senior Vice President

Dated: 1/31/2024

**Immigrant and Employee Rights Section**

By:   
Jennifer Deines  
Acting Deputy Special Counsel

Dated: 2/7/2024

Jodi Danis  
Special Litigation Counsel

Coreen Kopper  
Katelyn Davis  
Trial Attorneys