



AFFIRMATIVE ACTION INVITATION TO SELF-IDENTIFY

This employer is a Government contractor subject to section 503 of the Rehabilitation Act of 1973, as amended, and to the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, (VEVRAA) which requires Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, qualified disabled veterans, recently separated veterans, other protected veterans, or Armed Forces service medal veterans. If you have a disability or if you are a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran and would like to be considered under the Affirmative Action Program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in placing you in an appropriate position and, if appropriate, in making accommodations for your disability. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit about your disability or your status as a disabled veteran will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are not inconsistent with section 503 of the Rehabilitation Act or VEVRAA.

If you are an individual with a disability, a disabled veteran, a recently separated veteran, an otherwise protected veteran, or an Armed Forces service medal veteran, we would like to include you under the Affirmative Action Program. If you would like to be included in the plan, please tell us. The term "disabled veteran" refers to a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or was discharged or released from active duty because of a service-connected disability. The term "recently separated veteran" refers to any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty. The term "other protected veteran" refers to a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense. The term "Armed Forces service medal veteran" refers to a person who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 FR 1209).

If you are an individual with a disability or a disabled veteran, it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in physical layout of the job, elimination of certain duties, provision of personal assistance services or other accommodations.

Our affirmative action plan is available for inspection during normal business hours. Please contact The Director of Human Resources at 912.443.3388 to make an appointment.