

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION ADVISORY NOTICE

PLEASE READ CAREFULLY BEFORE CONTINUING

This employer is a Government contractor subject to regulations requiring affirmative action programs for individuals with disabilities and certain veterans Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA), both as amended, required Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, including disabled veterans, and veterans of the Vietnam era covered by VEVRAA. If you have a disability and/or Vietnam era 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 in making accommodations if you are a disabled person. 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 will be kept confidential, except that (1) supervisors and managers may be informed regarding the restrictions on the work or duties of individuals with disabilities, and regarding necessary accommodations, (2) first aid and safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment; and (3) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs or the Americans With Disabilities Act, may be informed. The information provided will be used only in the ways that are consistent with Section 503 of the Rehabilitation Act of 1974, as amended.

If you are an individual with a disability, disabled veteran or veteran of the Vietnam era, we would like to include you under the affirmative action program. It would assist us if you tell us about (1) any special methods, skills, and procedures which qualify you for a position that you might otherwise be able to do because of your disability to that you will be considered for any positions of that kind, and (2) the accommodations which we could make which could enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistant services or other accommodations.