Notice to Protected Veterans and Individuals with Disabilities

To: All Employees
Applicants Receiving Offers of Employment

Because we do business with the federal government, we must reach out to, hire, and provide equal opportunity to qualified protected veterans and individuals with disabilities.

Protected Veterans
To help us measure the effectiveness of our affirmative action efforts for protected veterans, we invite you to voluntarily self-identify if you belong to one or more of the protected veteran categories described below. Providing this information is voluntary. If you would like to self-identify as a protected veteran, please contact the Human Resources Department. You may update your protected veteran status now or at any future time.

Individuals with Disabilities and Reasonable Accommodation
Applicants and employees may request a reasonable accommodation if needed because of a disability. If you need an accommodation to perform the essential functions of a job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations, please contact the Human Resources Department.

Any information you provide will be used only in accordance with applicable law and will be kept confidential. Medical or disability-related information may be disclosed as permitted by applicable law, including to: (1) supervisors and managers regarding restrictions on work or duties and necessary accommodations; (2) first aid and safety personnel, when and to the extent appropriate, if a condition might require emergency treatment; and (3) government officials engaged in enforcing relevant laws.

The written *Affirmative Action Program for Protected Veterans* and *Affirmative Action Program for Individuals with Disabilities* may be inspected during normal business hours by contacting the Human Resources Department.

Definitions

Disabled veteran means: (1) a veteran of the U.S. military, ground, naval or air service 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 of Veterans Affairs; or (2) a person who was discharged or released from active duty because of a service- connected disability.

Recently separated veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Active-duty wartime or campaign badge veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service 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.

Armed Forces service medal veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

An ***individual with a disability*** means any person who has a physical or mental impairment which substantially limits one or more major life activities, or has a record of such impairment.

In general, ***major life activities*** include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working.