

**NOTICE TO DISABLED INDIVIDUALS,
DISABLED VETERANS AND VETERANS OF THE VIETNAM-ERA**

To: All Employees and Applicants for Employment

Our Company is committed to equal employment opportunity as set forth in our Equal Employment Opportunity Policy. This Company is a U. S. Government contractor subject to §503 of the Rehabilitation Act of 1973 and §402 of the Vietnam Era Readjustment Assistance Act of 1974, which require government contractors to take affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans and veterans of the Vietnam era.

If you are a disabled individual or a disabled veterans as defined below would like to be considered under our Affirmative Action Program, please tell us. Submission of this information is voluntary and refusal to provide the information will not subject you to any adverse employment action. The information we obtain will be kept confidential except that (i) supervisors and managers may be informed regarding restrictions on your work or duties, and regarding any necessary accommodations,, (ii) first aid and safety personnel may be informed, if a condition might require emergency treatment, and (iii) U. S. Government officials investigating compliance with the Rehabilitation Act and the Vietnam Era Readjustment Assistance Act will be provided the information.

If you are a qualified disabled individual or disabled veteran, we would like to include you under our Affirmative Action Program. It would assist us if you would tell us about (i) any special methods, skills and procedures that might qualify you for jobs that you might not otherwise be able to perform because of your disability so that you can be considered for these jobs, and (ii) the accommodations that the Company could make to enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain non-essential duties related to the job, or other accommodations.

Under our AAP "disabled individuals," "qualified disabled individuals" and "disabled veterans" are defined as follows:

"Disabled individual" means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. For purposes of our AAP, a disabled individual is "substantially limited" if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of a disability.

"Qualified disabled individual" means a disabled individual as defined above who is capable of performing a particular job, with reasonable accommodation to his or her handicapped.

"Disabled veteran" means a person entitled to compensation under laws administered by the Veteran's Administration for a disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Inspection of Our AAP for Disabled Individuals, Disabled Veterans and Veterans of the Vietnam Era.

Our AAP for qualified disabled individuals, disabled veterans and veterans of the Vietnam era is available for inspection by all employees or applicants from 9:00 AM to 5:00 PM at the office of our EEO Officer.