

## Equal Opportunity Employment Information

It is this Company's policy to provide equal employment opportunities to all employees in accordance with all applicable laws, directives and regulations of federal, state and local governing bodies. It is our policy to recruit, hire, train and promote individuals in all employment positions without regard to race, color, religion, sex, national origin, age, veteran status or disability.

The following information is being requested so that we may comply with the law and our Equal Employment Opportunity Policy.

**COMPLETION OF THESE QUESTIONS IS VOLUNTARY.** No adverse treatment will result from your refusal to provide this information. This information will only be used for statistical analyses and compliance reporting. It will not be placed in your personnel file.

**Sex:**

- Male  
 Female

**Are you of Hispanic or Latino origin? (All individuals of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin regardless of race).**

- Yes  
 No

**If No, please check one of the following:**

- White  
 Black or African American  
 Asian  
 American Indian/Alaska Native  
 Native Hawaiian or Other Pacific Islander  
 Two or More Races

## Invitation to Self-Identify as a Protected Veteran (Pre-Employment)

Padgett, Inc. is a federal contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. § 4212 (VEVRAA), which requires federal contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined at the end of this document.

Padgett, Inc. maintains an affirmative action plan covering the recruitment and employment of protected veterans. In addition to other provisions, the plan outlines our commitment to make efforts to recruit protected veterans, to make employment decisions without regard to an individual's veteran status, to review our practices to ensure that they do not create barriers for protected veterans and to audit and monitor our efforts.

If you believe you belong to any of the categories of protected veterans defined below, please indicate by checking the appropriate box below. As a federal contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I FALL WITHIN ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS DEFINED BELOW  
 I AM NOT A PROTECTED VETERAN

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

The classifications of protected veterans are defined as follows:

A “*disabled veteran*” is one of the following: 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 a person who was discharged or released from active duty because of a service-connected disability.

A “*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 in the U.S. military, ground, naval, or air service.

An “*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 the laws administered by the Department of Defense.

An “*Armed forces service medal veteran*” means a 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.

### **Voluntary Self-Identification of Disability**

## **How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

Blindness

Autism

Bipolar disorder

Post-traumatic stress disorder (PTSD)

Deafness

Cerebral palsy

Major depression

Obsessive compulsive disorder

Cancer

HIV/AIDS

Multiple sclerosis (MS)

Impairments requiring the use of a Wheelchair

Diabetes

Schizophrenia

Missing limbs or partially missing limbs

Intellectual disability (previously called mental retardation)

Epilepsy

Muscular Dystrophy

**Please check one of the boxes below:**

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.