


To: All Staff and Applicants for Employment
From: Michael Uhl, President & CEO 
Date: 1/1/2017
Subject: SELF-IDENTIFICATION INVITATION TO INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

In accordance with the Americans With Disabilities Act, Sections 503 of the Rehabilitation Act of 1973 (as amended), Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (as amended in 2002) and all subsequent amendments and regulations issued to protect the rights of Individuals with Disabilities and Protected Veterans and spouses of veterans and the commitment of A&D Technology, Inc. to provide reasonable accommodations for and assurance of non-discrimination toward qualified individuals with disabilities and Protected Veterans, it is policy that:

- No activities, programs, services, aids or benefits administered by A&D Technology, Inc. shall exclude from participation, deny or provide different or separate benefits, programs, or services to, or otherwise limit a qualified person with a disability or covered veteran in the enjoyment of any right, privilege, advantage or opportunity enjoyed by others.
- There will be no recruitment, employment, or provision of services discrimination against any employee, applicant, or member of general public because of physical or mental disability in regard to any position, program, or services for which the employee, applicant, or general public is qualified or in which they participate.
- Affirmative Action will be taken to employ and advance in employment-qualified Individuals with Disabilities (including reasonable accommodations to the limitations of these individuals) and Protected Veterans.

INVITATION TO SELF-IDENTIFY

A&D Technology, Inc. is a Government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and 2002, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified disabled, all qualified disabled veterans; veterans who served during an action for which Campaign Badge was authorized; veterans who received an Armed Forces Service Medal pursuant to Executive Order 12985; recently separated veterans up to three years after discharge; and certain spouses whose husbands were service member or veteran who died of a service-connected disability, MIA, captured or forcibly detained, and other Protected Veterans at all levels of employment. If you are disabled, a disabled veteran or veteran or spouse covered by the act and would like to be considered under the affirmative action program, please tell us by contacting our Human Resources & Administration Manager. 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 for your disability if you are disabled or a disabled veteran. A&D Technology, Inc. makes reasonable accommodations for the physical and mental limitations of employees and applicants.

If you are disabled, 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” who is 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” who is 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; and an “Armed forces service medal veteran” who is 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 or a person whose spouse was a service member or veteran who died of a service-connected disability, MIA, captured or forcibly detained, and other Protected Veterans at all levels of employment, we would like to include you under the affirmative action program. If you are disabled 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 the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit 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 disabled veterans, 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 of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended in 2002.

You may review the company's disabled and veteran affirmative action program during normal business hours by contacting our Human Resources & Administration Manager 734-822-9611.