NOTICE TO ALL EMPLOYEES AND PROSPECTIVE EMPLOYEES

This organization is a federal contractor subject to Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended and Section 503 of the Rehabilitation Act of 1973, as amended. This organization is committed to equal employment opportunity, and it is this organization's policy to employ and advance in employment protected veterans (disabled veterans, recently separated veterans, Armed Forces service medal veterans, or active duty wartime or campaign badge veterans) and individuals with disabilities at all levels of employment, including the executive level. We will provide reasonable accommodation to known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the organization's business.

Our organization will recruit, hire, train, and promote individuals in all job titles, and will ensure that all other personnel actions are administered without regard to an individual's disability or protected veteran status. All employment decisions will be based only on valid job requirements. Our affirmative action programs are subject to an audit and reporting system as outlined at 60.-741.44 (h). In addition, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of any federal, state, or local law requiring equal opportunity for protected veterans or individuals with disabilities; (3) opposing any act or practice made unlawful by Section 4212, Section 503, their implementing regulations, or any other federal, state, or local law requiring equal opportunity for protected veterans or individuals with disabilities; or (4) exercising any other right protected by Section 4212, Section 503, or their implementing regulations.

Our policy, except for confidential portions, shall be available for inspection upon request by any employee or applicant for employment during normal working hours at this location. Please contact the Human Resources Department with your request.

I am fully supportive of our policies and committed to the consistent implementation of the policies. I have delegated overall responsibility for these policies to Beth Smith, Chief Human Resource Officer, who is responsible for the implementation and auditing of these policies at this location. Complaints arising under this policy should first be directed to Beth Smith, Chief Human Resource Officer.

Kevin McDonough, President
October 1, 2026