



## OUR POLICY

### DISABLED VETERANS AND VIETNAM ERA VETERANS

In addition to the pledge contained in Our Plan for Equal Employment Opportunity, we further pledge that we will continue to comply with the affirmative action requirements set forth in the Vietnam Era Veterans Readjustment Assistance Act of 1974.

As part of our planning, we will continue to employ and advance in employment veterans of the Vietnam era and disabled veterans in positions which they are qualified to perform. We will make reasonable accommodation to the physical and mental limitations of a disabled veteran unless such an accommodation would cause undue hardship on the conduct of the business of the Company.

Such actions shall apply to our employment practices including, but not limited to, the following: hiring, promotion, transfer, or demotion, recruiting or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and training including apprenticeship programs.

We reaffirm the above basic policy with respect to disabled employees and applicants, and reasonable attempts will be made to appropriately accommodate limitations of disabled veteran workers - taking such factors into account as: business necessity, financial cost and expenses, etc. We expect to engage in a program of outreach and seek to recruit those able and qualified to safely perform the job vacancies as they occur.

We pledge our continued efforts to further the aims of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and seek cooperation of all employees in these efforts: The person designated to be responsible for this program is Diane M. Stein, Equal Opportunity Disability Officer.

A copy of our Affirmative Action Plan for Disabled Individuals is available for inspection in the Human Resources department.