

INVITATION TO SELF IDENTIFY TO ALL EMPLOYEES AND APPLICANTS

VelocityEHS is a government subcontractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Assistance act of 1974, as amended, which require government contractors and subcontractors to take affirmative action to employ and advance in employment, qualified individuals with disabilities, qualified disabled veterans, other protected veterans, recently separated veterans, and Armed Forces service medal veterans. If you are a disabled veteran, other protected veteran, recently separated veteran, Armed Forces service medal veteran, or disabled, and would like to be included under our affirmative action program, please tell us.

You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

This information will assist us in placing you in an appropriate position and in making accommodations to your disability. VelocityEHS will continue to recruit, hire, train and promote qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a protected veteran or individual with disability. Information you submit concerning your disability or veteran status shall be kept confidential, except that:

1. Supervisors and managers may be informed regarding restrictions of the work or duties of individuals with disabilities and regarding necessary accommodations;
2. 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
3. Government officials engaged in enforcing the law 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 or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

If you are disabled, or a disabled veteran covered by the Act, it would assist us if you tell us about: (a) any special methods, skills and/or procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you may be considered for any positions of that kind, and (b) 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. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

Pursuant to these regulations, we have developed an Affirmative Action Plan for Individuals with Disabilities and Veterans which is on file in the Human Resources Office and is available for employees between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Any employee who believes he or she is covered by the provisions of one of these Acts and desires consideration under the AAP should contact Rachel Kaiser, Vice President Human Resources, 312-881-2000.