



TO:	All Employees
FROM:	Diana M. Newmier, VP, Human Resources
DATE:	March 20, 2008
SUBJECT:	ADA and Handicap Self-Identification Statement

1. BACKGROUND AND PURPOSE

The Day & Zimmermann Group, Inc. and its affiliates are an equal opportunity employer, and our equal employment opportunity policy prohibits, among other things, any form of discrimination against persons with disabilities. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against persons with disabilities in hiring, as well as in all terms and conditions of employment. Employers are required to provide reasonable accommodation in the job application process to enable a qualified applicant to perform the essential functions of the job he or she is seeking, and to enable an employee with a disability to enjoy the benefits and privileges of employment enjoyed by employees without disabilities. In order for a person to obtain the protection offered by the ADA, an individual must have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or be regarded as having such an impairment. We need your assistance to help us ensure proper accommodation that may impact on your ability to take a required test or perform essential job functions.

2. VOLUNTARY SUBMISSION AND CONFIDENTIALITY

Submission of the information requested is completely voluntary, and you will not be subjected to any adverse treatment if you do not provide the information. The information provided shall be kept confidential, except that appropriate supervisors or managers may be informed regarding any necessary accommodations, and government representatives may be provided information in compliance with various laws and regulations.

3. SELF-IDENTIFICATION

You **are not** required to disclose information about any physical or mental limitation, whether or not you believe it will interfere with your capability to perform the essential functions of the position sought or held. On the other hand, if you want the Company to consider any special arrangements to accommodate a physical or mental impairment, you may identify that impairment and suggest the type of accommodation that you believe would be appropriate by contacting your immediate supervisor or Human Resources representative.

4. INFORMAL COMPLAINTS

Any applicant who feels that he or she is being discriminated against because of his or her physical or mental impairment should contact **The Ethics and Employee Advocate Help Line at 1-877-319-0270**.

Note: As a government contractor subject to Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Company provides all employees with an *Invitation to All Handicapped Individuals and Disabled Veterans and Veterans of the Vietnam Era*.