



TO:	All Employees
FROM:	Diana M. Newmier, VP, Human Resources
DATE:	March 20, 2008
SUBJECT:	Affirmative Action Invitation to All Handicapped Individuals, Disabled Veterans, and Veterans of the Vietnam Era

The Day & Zimmermann Group, Inc. and its affiliates are government contractors subject to Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, that require government contractors to take affirmative action to employ and advance in employment qualified disabled individuals, veterans with disabilities, and veterans of the Vietnam era.

If you are handicapped, a disabled veteran, or a Vietnam era veteran, we would like to include you under the affirmative action program. It would assist us if you tell us about (1) any special methods, skills, and/or procedures that 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 position of that kind, and (2) the accommodations that we may be able to make that 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, or other accommodations.

Submission of this information is voluntary, and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work duties of disabled individuals and disabled veterans, and regarding necessary accommodations, and (2) first-aid personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with the Act shall be informed.

Affirmative action applies to all levels of employment, including the executive level. The benefits of the affirmative action program apply to all employment practices including, but not limited to: hiring, upgrading, demotion, transfer, recruitment, termination, salary, and training.

If you have a disability, are a veteran of the Vietnam era, or are a disabled veteran, and would like to be considered under the affirmative action program, please contact The Ethics and Employee Advocate Help Line at 1-877-319-0270.