

Subject: Self-Identification for Individuals with Disabilities and Protected Veterans

Metal Trades, Inc. ("MTI") is committed to assuring equal opportunity in employment to persons with disabilities, and Protected Veterans. The Affirmative Action Plan for Veterans and Individual's with Disabilities is available for review upon request. As an employer and government contractor, MTI is subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) as amended by the Jobs for Veterans Act of 2002. Under these Acts, MTI is obligated to take affirmative action to employ and advance in employment qualified individuals with disabilities and Protected Veterans.

To help us measure how well we are doing, we are asking you to provide us information regarding your disability and/or Protected Veteran's status. The disclosure of this information is entirely voluntary and no adverse consequences will result from providing this information, or from refusing to provide it. Should you decide not to self-identify at this time, you may do so at anytime in the future.

If you wish to identify yourself as a person with a disability or a Protected Veteran, please complete the attached Voluntary Self-Identification of Disability and/or the Self-Identification of Veteran Status for Employees form and return the form to the Human Resources Office. If you would like to request an accommodation that will assist you in performing the essential functions of your job, please review the information in the Reasonable Accommodations section.

You may be considered a person with a disability:

- if you have a physical or mental impairment which substantially limits you in one or more major life activity; or
- have a record of having such an impairment; or
- are regarded as having such an impairment.

You are considered a Protected Veteran if you are a member of one or more of the following groups:

- **A Disabled Veteran:** A veteran of the U.S. military ground, naval or air service who is entitled to compensation under laws administered by the Secretary of Veterans Affairs' or a person who was discharged or released from active duty because of a service-related disability.
- **A Recently Separated Veteran:** Any Veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- **An Active Duty Wartime or Campaign Badge Veteran:** A Veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- **An Armed Forces Service Medal Veteran:** A Veteran who, while serving on active duty in the U.S. military, ground, naval or air service participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Information provided as part of this self-identification process will be kept confidential, except that where a disability is identified, in accordance with federal law, the following personnel and officials will have access to it:

- Supervisors and other personnel who need to be informed in order to assess requests for and implement any necessary restrictions of work duties and/or necessary accommodations.
- Proper personnel, to the extent appropriate, if the disability might require emergency treatment.
- Government officials investigating compliance with the Americans with Disabilities Act or the laws administered by the Office of Federal Contract Compliance Programs.

Submission is voluntary. Should you choose to participate, please complete and return the form(s) to Metal Trades, Inc. If you have any questions or need assistance, please contact Kristi Rowe in the MTI HR Office, 843-889-5017.

Invitation to Self-Identify

This company is subject to Executive Order 11246, as amended, which requires Federal contractors to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. We are therefore requesting information about race and gender in order to comply with government reporting requirements and in order to ensure equal employment opportunity.

Submission of this information is voluntary and will be kept confidential. Refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with Federal affirmative action regulations.

Name: _____ Date: _____

Position: _____

MALE FEMALE I CHOOSE NOT TO SELF-IDENTIFY

WHITE (not Hispanic or Latino) BLACK or AFRICAN AMERICAN (not Hispanic or Latino)

HISPANIC OR LATINO ASIAN (not Hispanic or Latino)

AMERICAN INDIAN/ALASKA NATIVE (not Hispanic or Latino)

NATIVE HAWAIIAN or PACIFIC ISLANDER (not Hispanic or Latino)

TWO or MORE RACES (not Hispanic or Latino)

I CHOOSE NOT TO SELF-IDENTIFY

This company is also subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, [38 U.S.C. 4212](#) (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment veterans in the following classifications:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

I AM NOT A PROTECTED VETERAN