



HAR-CONN

CHROME COMPANY

603 New Park Avenue
West Hartford CT 06110

Notice to Individuals with Disabilities, Disabled Veterans, Special Disabled Veterans, Veterans of the Vietnam Era, One Year Recently Separated Veterans, Three Year Recently Separated Veterans, Other Protected Veterans and Armed Forces Service Medal Veterans

An Invitation to Self-Identify and Notification about Affirmative Action Program Availability

This employer is a U.S. Government contractor or subcontractor subject to the Rehabilitation Act of 1973 as amended and the Vietnam Veterans Readjustment Assistance Act of 1974 as amended which requires U.S. Government contractors and subcontractors to take affirmative action to employ and advance in employment all qualified individuals including qualified individuals with disabilities, qualified disabled veterans, special disabled veterans, veterans of the Vietnam Era, one year recently separated veterans, three year recently separated veterans, other protected veterans and Armed Forces service medal veterans. To further this goal, Har-Conn Chrome Company has established an affirmative action program for individuals with disabilities and covered veterans.

If you are an individual with a disability, disabled veteran, special disabled veteran, veteran of the Vietnam Era, one year recently separated veteran, three year recently separated veteran, other protected veteran, and/or Armed Forces service medal veteran, we would like to include you in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. Please refer to the next page for definitions of these covered veterans.

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. The information provided will be used only in ways that are not inconsistent with the Rehabilitation Act of 1973 as amended and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons and disabled veterans, and regarding necessary accommodations; (ii) 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 (iii) Government officials engaged in enforcing laws administered by Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, maybe informed.

If you are an individual with a disability, disabled veteran or special disabled veteran it would assist us if you tell us about (i) any special methods, skills and procedures which 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 positions of that kind, and (ii) 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.

The Affirmative Action Plan is available for every employee's or applicant for employment's review during normal business hours through my office.

Caren Backus
Human Resources Generalist and Equal Employment Opportunity (Affirmative Action) Coordinator

Name: _____

Please check all that apply to you:

- _____ Individual with a disability – a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.
- _____ Disabled veteran – 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.
- _____ Special Disabled Veteran – a veteran who is entitled to compensation under laws administered by the Department of Veterans Affairs for a disability: (a) rated at 30% or more; or (b) rated at 10% or 20% in the case of a veteran who has been determined under 38 USC 3106 to have a serious employment handicap; or a person who was discharged or released from active duty because of a service-connected disability.
- _____ Veteran of the Vietnam Era – a person who i) served on active duty for a period of more than 180 days and who was discharged or released with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964 and May 7, 1975, in any other location.
- _____ One Year Recently Separated Veteran – any veteran during the one year period beginning on the date of such veteran’s discharge or release from active duty.
- _____ Three Year 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.
- _____ Other protected 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.
- _____ Armed Forces service medal veteran – any 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 (61 FR 1209).

Please refer to <http://www.opm.gov/veterans/html/vgmedal2.asp> for information on the wars, campaigns, or expeditions for which a campaign badge has been authorized and for information regarding the Armed Forces service medal.

If you decide to complete this voluntary form, please return it to Caren Backus, HR Generalist, as soon as possible.