**NOTICE TO EMPLOYEES**

InSource Solutions is an equal opportunity/affirmative action employer. To this end, the Company maintains affirmative action plans for persons with disabilities and protected veterans. These plans, or portions thereof, that will enable you to avail yourself of their benefits, are available for inspection by contacting Julie Joyce, Affirmative Action Administrator, during normal business hours.

This employer wishes to comply with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, and it is implementing regulations requiring non-exempt government contractors and subcontractors to take affirmative action to employ and advance in employment protected veterans. In this regard, if you believe this law and wish to be treated accordingly, please identify yourself either immediately or at any time in the future in confidence to the Affirmative Action Administrator. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential and will be used only in accordance with federal regulations.

 Julie Joyce

 Affirmative Action Administrator

**DEFINITION OF THE TERMS “PROTECTED VETERAN,”** means a veteran who is protected under the nondiscrimination and affirmative action provisions of the Vietnam Veterans’ Readjustment Assistance Act, 38 U.S.C. 4212; specifically a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran, or recently separated veteran,

**FOR PURPOSES OF VOLUNTARY SELF-IDENTIFICATION:**

1. ***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.
2. ***‘Armed Forces Service Medal Veteran’*** – means 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, 3 CFR, 1996 Comp., p. 159).
3. ***‘Disabled Veteran’*** – means (1) 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 (2) A person who was discharged or released from active duty because of a service-connected disability.
4. ***Recently Separated Veteran’*** – means a 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.

**VOLUNTARY SELF-IDENTIFICATION FORM - InSource Solutions**

InSource Solutions (the “Company”) is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, ancestry, national origin, sexual orientation, disability, or status protected veteran. As an equal opportunity employer, the Company complies with all relevant government regulations and affirmative action responsibilities. Solely to help us with record keeping, reporting, and other legal requirements, we offer you the opportunity to complete this self-identification form. Submission of this information is voluntary. Whether you provide this information or not, you will not be subject to adverse treatment.

## VETERANS (Check All That May Apply)

I identify as one or more of the classifications of protected veteran listed:

[ ]  Active Duty Wartime or Campaign Badge Veteran [ ]  Armed Forces Service Medal Veteran

[ ]  Disabled Veteran [ ]  Recently Separated Veteran - Date of Discharge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[ ]  I am a protected veteran, but I choose not to self-identify the classification to which I belong

[ ]  I am NOT a PROTECTED VETERAN [ ]  I am NOT a veteran

The provision of this information is on a voluntary basis. This document is maintained in a separate location for affirmative action program use and will not be included in the personnel file of any employee.

I am given the opportunity to participate in the self-identification process:

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 PRINT NAME SIGNATURE DATE