

# CLEVELAND CONSTRUCTION, INC.

## VOLUNTARY DISCLOSURE OF VETERAN STATUS

TO: All Employees and Applicants for Employment

Cleveland Construction, Inc. performs certain projects with Federal funding. Contractors on projects with federal funding may be considered a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, recently separated veterans and other protected veterans.

If you are a qualified special disabled veteran, veterans of the Vietnam era, recently separated veteran and/or other protected veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please complete the Personal Detail Form attached. 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 consistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential, except that:

- (1) Supervisors and managers may be informed regarding restrictions on the work or duties of special disabled veterans, and regarding necessary accommodations.
- (2) First aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and
- (3) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs (OFCCP) or enforcing the Americans with Disabilities Act (ADA), may be informed.

If you are a special disabled veteran, please assist us by listing:

- (1) 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
- (2) The accommodations that 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.

Thank you for assisting us in our Federal Compliance efforts. Please contact our Human Resource Department at 440-255-8000, between 8:00 a.m. and 5:00 p.m. Eastern Standard time, Monday through Friday to discuss this or with any questions.

## **DEFINITIONS**

**Qualified Special Disabled Veteran:** A special disabled veteran who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

**Recently Separated Veteran:** Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

**Other Protected Veteran:** A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.

### **Veteran of the Vietnam Era:**

- (1) Served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred:
  - (a) In the Republic of Vietnam between February 28, 1961, and May 7, 1975
  - (b) Between August 5, 1964, and May 7, 1975, in all other cases.
- (2) Was discharged or released from active duty 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 all other cases.

### **Questions**

For questions, contact Human Resources at 440-255-8000, between 8:00 a.m. and 5:00 p.m. Eastern Standard time, Monday through Friday.

## **Race/Ethnicity, Gender and Veterans Status**

Cleveland Construction, Inc. is committed to equal employment opportunity for all employees without regard to race, color, religion, sex, national origin, handicap or veteran status; or status within any protected group. Various agencies of the United States government require Cleveland Construction, Inc. to collect information about its employees. Information requested below is for the purposes of compliance to these recordkeeping requirements. Information as currently displayed was obtained by one of three methods accepted by the government for the collection of such data:

- (a) Employee voluntary self-identification
- (b) Visual observation
- (c) Employment records presented at time of your initial employment.

If there is a need to make changes to your demographic information, please complete the section(s) below, print, sign and return to Human Resource Department.

The information that you provide will be recorded and maintained in a confidential file, separate from all other records. This information will not be used in consideration for any employment decisions. Refusal to complete or correct this form will not subject any employee to adverse treatment.

### **Please place a check mark in the appropriate box.**

1. **Ethnicity** – Please select from one of the following categories:

- Hispanic or Latino -A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.

2. **Race**

- American Indian or Alaskan Native - (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) -A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

3. **Gender**

- Male
- Female

## **VOLUNTARY DISCLOSURE OF DISABILITY/VETERAN STATUS**

**Section 503 of the Rehabilitation Act of 1973**, as amended, and **the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA)**, prohibit job discrimination because of disability by employers and requires employers to take affirmative action to employ and advance in employment qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job. VEVRAA requires employers to take affirmative action to employ and advance in employment qualified special disabled veterans and qualified disabled veterans, veterans of the Vietnam era, other protected veterans, one-year recently separated veterans, three-year recently separated veterans, and Armed Forces service medal veterans. This invitation to self-identify refers to such veterans as "**covered veterans.**" If you are an individual who meets one or more of the above noted qualifications and would like to be considered under the Company's affirmative action program, please tell us.

Our affirmative action program contains policies and procedures that assure compliance with Section 503 and VEVRAA obligations. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

### **Whether you choose to self-identify is voluntary on your part.**

Cleveland Construction, Inc. is also subject to the **Americans with Disabilities Act (ADA)**. Consistent with ADA, Cleveland Construction, Inc. policy is to provide reasonable accommodations to any individual with a disability who needs such an accommodation to complete the job application process or to perform the job in question. If you need such an accommodation, you may request it at any time by contacting Human Resources or your supervisor. Making a request for an accommodation will not subject you to any adverse treatment.

Disclosure of your status as an individual with a disability or covered veteran is voluntary and refusal to provide it will not subject you to adverse treatment. Information you submit concerning your disability will be kept confidential except that

- (a) Supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities or disabled veterans regarding necessary accommodations,
- (b) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and
- (c) Government officials engaged in enforcing the Rehabilitation Act, VEVRAA, or the ADA, may be informed. The information provided would be used only in ways that are consistent with Section 503 of the Rehabilitation Act, VEVRAA and the ADA.

### ***Please select from the following (You may select more than one category):***

- Qualified Disabled Veteran:**  
A special disabled veteran who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such positions.
- Other Protected Veteran:**  
A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.
- Recently Separated Veteran:**  
Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty. Please enter your projected or actual **Discharge or Release Date:**   /  /  .

- Veteran of the Vietnam Era:
  - (1) Served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred:
    - (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
  - (2) Was discharged or released from active duty 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 all other cases.

***Completion of Name affirms that the information submitted on these pages is true and accurate.***

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**