

## EQUAL EMPLOYMENT OPPORTUNITY SURVEY (Employee Survey)

As a federal contractor, we must periodically produce statistical analyses of our employee records. This form ensures full compliance with our policy on Affirmative Action and non-discrimination. Completion of this form is completely voluntary and will help in maintaining our affirmative action program.

If you choose not to answer any of the items, you will not be subject to adverse effects. However, we urge you to answer each one and assure you that this information is confidential and will not become a part of your employee file. If you do not voluntarily self-identify or if you indicate a clearly inappropriate response, identification will be made by visual or other judgmental factor.

<b>Last Name</b> _____ <b>First Name</b> _____ <b>M.I.</b> _____ <b>Date</b> _____																							
<b>SEX:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>A.</b></div> <b>ETHNICITY/RACE DATA (Mark only ONE box)</b> For definitions of groups, refer to next page or reverse side.																						
1. Ethnicity <span style="margin-left: 100px;">Hispanic or Latino</span> <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If you marked Yes above, proceed to Section B.</i>																							
2. Race: If you marked <b>no</b> under Hispanic or Latino above, please identify yourself in terms of the racial groups below. (Mark only <b>ONE</b> box.)																							
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">White</td> <td style="border: none;">Black</td> <td style="border: none;">Asian</td> <td style="border: none;">American Indian or Alaska Native</td> <td style="border: none;">Native Hawaiian or other Pacific Islander</td> <td style="border: none;">Two or more Races</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/>1</td> <td style="border: none;"><input type="checkbox"/>2</td> <td style="border: none;"><input type="checkbox"/>4</td> <td style="border: none;"><input type="checkbox"/>5</td> <td style="border: none;"><input type="checkbox"/>6</td> <td style="border: none;"><input type="checkbox"/>7</td> </tr> </table>				White	Black	Asian	American Indian or Alaska Native	Native Hawaiian or other Pacific Islander	Two or more Races	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7								
White	Black	Asian	American Indian or Alaska Native	Native Hawaiian or other Pacific Islander	Two or more Races																		
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7																		
<b>B.</b>	<p><b>Veterans</b> - Federal regulations require that government contractors take affirmative action to provide equal employment opportunity to Vietnam Era Veterans, Disabled Veterans, and Veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. If you believe you are covered by these regulations and wish to receive consideration under them, please identify yourself by check mark in the appropriate box. <b>Refer to reverse side for definitions.</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"></td> <td style="border: none; text-align: center;"><b>Not Applicable</b></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><b>Vietnam Era Vet</b></td> <td style="border: none; text-align: center;"><b>Disabled Vet</b></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> <td style="border: none; text-align: center;"><b>Other Defined Vet</b></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none; text-align: center;"><input type="checkbox"/></td> </tr> </table>				<b>Not Applicable</b>				<input type="checkbox"/>	<b>Vietnam Era Vet</b>	<b>Disabled Vet</b>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<b>Other Defined Vet</b>				<input type="checkbox"/>
	<b>Not Applicable</b>																						
	<input type="checkbox"/>	<b>Vietnam Era Vet</b>	<b>Disabled Vet</b>																				
		<input type="checkbox"/>	<input type="checkbox"/>																				
		<input type="checkbox"/>	<b>Other Defined Vet</b>																				
			<input type="checkbox"/>																				
<p><b>Disabled</b> - Federal regulations require that government contractors take affirmative action to provide equal opportunity to individuals with physical and/or mental disabilities. If you believe you are covered by these regulations and wish to receive accommodation, please check here: <input type="checkbox"/></p> <p><b>Not Applicable</b> <input type="checkbox"/></p>																							
<p>At this time, I prefer not to volunteer information about my status as a veteran or any disabilities I may have, I understand that I can change my mind at any time in the future. <input type="checkbox"/></p>																							

## Self-Identification Descriptions (Employee Survey)

### ETHNIC ORIGIN:

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

### RACE

**White** - A person having origins in any of the regional peoples of Europe, Middle East, or North Africa.

**Black or African American** - A person having origins in any of the Black racial groups of Africa.

**Asian or Pacific Islander** - 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.

**American Indian Native American or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.

**Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – All persons who identify with more than one of the above five races.

### VIETNAM VETERAN:

1. If you served on active duty for a period of more than 180 days, and were discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or...

2. If you were discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

### DISABLED VETERAN:

1. If you are entitled to disability compensation under laws administered by the Veterans Administration for a disability; or...

2. If you were released or discharged from active duty for a disability incurred or aggravated in the line of duty.

### OTHER VETERANS;

1. If you served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

### INDIVIDUAL WITH DISABILITIES:

The Rehabilitation Act of 1973 defines individuals as "disabled" if they 1) Have a physical or mental impairment that substantially limits one or more of their major life activities, or 2) Has a record of such an impairment, or 3) Is regarded as having such impairment. Individuals are considered "Qualified Disabled" if they are capable of performing a particular job with or without accommodation to their disability.