

AFFIRMATIVE ACTION PLAN

FOR VETERANS AND

INDIVIDUALS WITH DISABILITIES

THE UNIVERSITY OF MARYLAND CENTER FOR

ENVIRONMENTAL SCIENCE (UMCES)

July 1, 2005 - June 30, 2006

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PREFACE

UMCES (also referred to as the University) is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and its implementing OFCCP regulations (41 C.F.R. Part 60-741), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Sections 4211 and 4212) and its implementing OFCCP regulations (41 C.F.R. Part 60-250). Nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this AAP, UMCES has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the University firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices and makes this AAP available to employees and applicants upon request, the AAP remains an institution proprietary document. Therefore, the following is requested:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the University of the agency's decision to disclose and providing the University with ample time to contest the disclosure.
2. If this information is supplied to a government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to the University.
3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without a prior notification to the University.

All monitoring system reports as required by federal regulations and laws have been completed.

This AAP does not constitute an express or implied contract between the University and its employees, job applicants, or other persons, nor does it change in any way the basic at-will employment relationship that all University employees have with the University. Nothing in this AAP creates a private right of action on behalf of any individual or group against the University.

STATEMENT OF POLICY
41 C.F.R. 60-741.44(a), - 250.1

It is the policy of UMCES not to discriminate on the basis of a physical or mental disability or an individual's status as a special disabled veteran, a veteran of the Vietnam Era, other protected veteran, or recently separated veteran ("Covered Veterans") with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The University does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

Employment decisions at the University are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The University makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and special disabled veterans, unless such accommodations would impose an undue hardship on the University's business.

Dennis Mesko, Affirmative Action Officer for the University, will manage UMCES' AAP for individuals with disabilities and Covered Veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the University's AAP to ensure that all qualified employees with disabilities and Covered Veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, UMCES will solicit the cooperation and support of all employees for the University's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Covered Veterans. In accordance with public law, the University's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Human Resources Department during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.



Dr. Donald Boesch,
President
7/1/2006

DEFINITIONS

"SPECIAL DISABLED VETERAN" means a veteran of the U.S. military, ground, naval or air service who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for disability rated at 30 percent or more, or rated at 10 to 20 percent in the case of a veteran determined under 38 U.S.C. 3106 to have a serious employment handicap, or a person whose discharge or release from active duty was for a service-connected disability.

"QUALIFIED SPECIAL DISABLED VETERAN" means a special disabled veteran as defined above who satisfies the requisite skill, experience, education, and other job-related requirements of a particular job and is capable of performing the essential functions with or without reasonable accommodations made for his or her disability.

"VETERAN OF THE VIETNAM ERA" means a person who (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, in the republic of Vietnam between February 28, 1961 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (iii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or in another place between August 5, 1964 and May 7, 1975.

"OTHER PROTECTED VETERAN" means any other 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, other than special disabled veterans or veterans of the Vietnam era.

RECENTLY SEPARATED VETERAN means any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

"COVERED VETERANS" means special disabled veterans, veterans of the Vietnam Era, other protected veterans, and recently separated veterans.

"INDIVIDUAL WITH A DISABILITY" means a person who, generally, (i) has a physical or mental impairment that substantially limits one or more of his or her major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.

RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. 60-741.44(i), 41 C.F.R. 60-250.44(i)

Affirmative action for individuals with disabilities and Covered Veterans is the responsibility of every employee at UMCES. Dennis Mesko, the University's Affirmative Action Officer, is responsible for the implementation and monitoring of this AAP at the University. Dennis Mesko, a member of Senior Management, has the support and staff to manage the implementation of this Plan. In carrying out this responsibility, the Affirmative Action Officer and designated staff will:

- Develop policy statements, AAPs, and internal and external modes of communication,
- Oversee regular discussions with local managers, supervisors, and employees to ensure that the University's policies are being followed;
- Advise supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that the University is obligated to prevent harassment of employees placed through affirmative action efforts;
- Identify, in conjunction with line management, known employees with disabilities and Covered Veterans and any problem areas in implementing the AAP, and develop solutions, including possible modes of accommodation;
- Design and implement internal audit and reporting systems that will measure the effectiveness of the University's Plan, indicate the need for remedial action, determine the degree to which the University's objectives have been attained, determine whether known employees with disabilities and Covered Veterans have had the opportunity to participate in all University-sponsored educational, training, recreational, and social activities, and ensure that each University location is in compliance with applicable laws and regulations;
- Serve as liaison between the University and enforcement agencies, and between the University and organizations of and for persons with disabilities, and encourage active involvement by University representatives in the community service programs of local organizations of and for individuals with disabilities and Covered Veterans,
- Keep management informed of the latest developments in the entire affirmative action area,
- Arrange for career counseling for known employees with disabilities and Covered Veterans, where appropriate.

REQUEST FOR SELF-IDENTIFICATION
41 C.F.R. 60-741.42, 41 C.F.R. 60-250.42

Following an offer of employment but prior to an individual beginning other employment duties, UMCES invites job applicants who are individuals with disabilities or Covered Veterans and believe themselves covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, to identify themselves in order to receive the benefits of affirmative action (see Exhibit A). If an individual identifies himself or herself as an individual with a disability or a special disabled veteran, the University seeks the advice of the individual concerning any necessary accommodations to allow the individual to perform his/her job.

REVIEW OF PERSONNEL PROCESSES
41 C.F.R. 60-741.44(b), 41 C.F.R. 60-250.44(b)

UMCES continues to review its personnel procedures to determine whether they assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that the personnel processes facilitate the implementation of the University's affirmative action obligations.

Vacancies are advertised, and applications are accepted from any interested person. UMCES' employment application includes a full non-discrimination statement to further assure applicants of the University's policy of equal employment. All non-executive positions that we do not expect to fill from within will be referred to the State Department of Employment and Training, as well as other recruiting sources.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in these employment decisions. The University periodically reviews the physical and mental job qualifications to ensure that they do not tend to screen out individuals with disabilities or Covered Veterans for reasons that are not job-related or consistent with business necessity, nor consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities and Covered Veterans who meet job qualifications will be considered on an equal basis with all other applicants. Moreover, the University considers military experience only to the extent that it increases the veteran's qualification for the job. Finally, the University ensures that its personnel processes do not stereotype individuals with disabilities or Covered Veterans.

Consistent with the regulations, the University has instituted the following procedures to further assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that its personnel practices facilitate the implementation of the University's affirmative action obligations:

1. As covered individuals apply for positions within the University, their personnel forms will be annotated to identify each vacancy for which the person was considered.
2. The personnel records of each known covered individual will include (i) the identification of each promotion for which the person was considered, and (ii) the identification of each training program for which the person was considered.

3. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file. This statement will include a comparison of the qualifications of the covered individual and the person(s) selected.

4. Where applicants or employees are selected for hire, promotion, or training, and the University undertakes any accommodation which makes it possible to place a covered individual in the job, the University will keep a record of the accommodation in a confidential medical file.

This information will be quickly retrievable for review by government officials and the University's personnel officials for use in investigations and compliance activities.

REVIEW OF PHYSICAL AND MENTAL JOB REQUIREMENTS
41 C.F.R. 60-741.44(c), 41 C.F.R. 60-250.44(c)

UMCES reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified special disabled veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified special disabled veterans in the selection of employees or applicants for employment or in other change in employment status such as promotion or training, UMCES will assure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

ACCOMMODATIONS
41 C.F.R. 60-741.44(d), 41 C.F.R. 60-250.44(d)

UMCES has made and will continue to make reasonable accommodations, which do not impose undue hardships on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants.

Included among the specific accommodations for individuals with disabilities and special disabled veterans that have been implemented are the following:

1. Short- and long-term disability programs that provide pay for eligible employees absent due to disability.
2. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
3. A medical leave of absence is available to any employee who provides medical documentation of disability.
4. Should reasonable accommodations be necessary to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or qualified special disabled veterans, the University will take any reasonable steps to provide such accommodations.
5. If necessary to accommodate a disability, the University will redesign jobs to eliminate nonessential functions unless the redesign creates an undue hardship.
6. The University will arrange suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is reasonable.
7. The University will accommodate employees with disabilities by allowing a reasonable amount of time off for physicians' visits.
8. Special parking for individuals with disabilities or special disabled veterans is available at UMCES.

If an individual has a disability or is a special disabled veteran, he or she is encouraged to tell us about (i) any special methods, skills, and procedures which qualify him or her for positions which he or she might not otherwise be able to do so that he or she will be considered for any position of that kind, and (ii) the accommodations which would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, or other accommodations. These individuals may contact Dennis Mesko, the Affirmative Action Officer.

Where an employee who is known to be an individual with a disability or a special disabled veteran is having significant difficulty performing his/her job and the University reasonably

concludes that the performance issues may be related to the known disability, the University will notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates that his/her disability is impacting his/her performance, the University will engage in confidential discussions with the employee regarding reasonable accommodations to improve performance.

COMPENSATION
41 C.F.R. 60-741.21(i), 41 C.F.R. 60-250.21(i)

In offering employment or promotions, UMCES does not reduce the amount of compensation offered to individuals with disabilities or Covered Veterans because of any disability income, pension, or other benefit that the employee receives from another source.

**OUTREACH, POSITIVE RECRUITMENT AND
EXTERNAL DISSEMINATION OF POLICY
41 C.F.R. 60-741.44(f), 41 C.F.R. 60-250.44(f)**

UMCES has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities and qualified Covered Veterans.

While the University believes that there are no deficiencies in its current employment practices with respect to these employees, it has planned the following outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts:

1. All executives, management officials, supervisors, and other employees of the University will be encouraged to assist in the effort to disseminate UMCES' policy of affirmative action to individuals outside the University.
2. The University will inform recruiting sources of UMCES' policy of affirmative action for individuals with disabilities and Covered Veterans. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities and qualified Covered Veterans for all positions.
3. UMCES will enlist the assistance and support of local recruiting sources, social service agencies, and organizations especially knowledgeable about the availability of individuals with disabilities and Covered Veterans.

These sources will be informed of the University's AAP and will be requested to refer qualified individuals with disabilities and qualified Covered Veterans for employment consideration, including those not currently in the workforce who have requisite skills.

4. UMCES will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts made by the University and are covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for Covered Veterans will be incorporated in purchase orders, leases, and contracts made by the University that are covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations.

5. UMCES will notify local organizations, community agencies, secondary schools, and colleges known to specialize in assisting individuals with disabilities and Covered Veterans about UMCES' policy of affirmative action and request their advice, assistance, and referrals of potential employees, including those who are not currently in the work force but who have requisite skills.
6. UMCES will include disabled individuals and/or Covered Veterans when employees are pictured in consumer and personnel recruitment advertising.
7. UMCES will make reasonable accommodations for qualified individuals with disabilities and qualified special disabled veterans.
8. UMCES will take positive steps to attract qualified individuals with disabilities and Covered Veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures.
9. UMCES will review the employment records of its known employees with disabilities or Covered Veterans to determine the availability of promotable, qualified individuals with disabilities, and to determine whether present and potential skills are being fully utilized or developed.
10. The University will send written notification of University policy to all contractors, subcontractors, vendors, and suppliers, requesting appropriate action on their part.
11. When UMCES advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.

INTERNAL DISSEMINATION OF POLICY
41 C.F.R. 60-741.44(g), 41 C.F.R. 60-250.44(g)

The University recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities and Covered Veterans so that these employees' awareness of the needs of individuals with disabilities and Covered Veterans can be increased. Accordingly, the University will utilize the following procedures to maximize the internal implementation and dissemination of its policy:

1. UMCES will invite employees who are individuals with disabilities or Covered Veterans to participate in the AAP.
2. The University will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities and qualified Covered Veterans and will encourage employee referral of covered applicants.
3. UMCES' policy on affirmative action for veterans and individuals with disabilities is posted on University bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (see Exhibit A).
4. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the University's policy of affirmative action and to impart to these personnel their responsibility in making the AAP a success. Top-level management personnel will attend these meetings so that all will know their support of affirmative action.
5. Meetings with all employees of the University will be conducted by department heads to inform the employees of UMCES' policy of affirmative action and to explain the employees' responsibility to comply with the policy.
6. An invitation to participate in UMCES' policy of affirmative action is disseminated to all applicants once the company has extended a job offer, but prior to the applicant's first day of employment.
7. For those University sites subject to a collective bargaining agreement, union officials will be notified as necessary. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.

DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

In addition to the affirmative action programs previously mentioned, the University is developing and executing the following programs:

1. The University will continue to review all physical or mental job qualifications.
2. The University will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities or Covered Veterans in a manner that limits their access to jobs for which they are qualified.
3. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be trained on affirmative action for individuals with disabilities and Covered Veterans.
4. If UMCES holds briefing sessions for recruitment sources, representatives from agencies who specialize in individuals with disabilities and Covered Veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up, and for feedback on the disposition of applicants referred.
5. Arrangements will be made to provide opportunities for employees with disabilities and Covered Veterans to discuss any performance problems with their supervisors, and any need for accommodation with their supervisors or the Human Resources Department.
6. As UMCES makes employees available for participation in community activities, employees who are individuals with disabilities or Covered Veterans will be among those who are encouraged to participate.
7. When UMCES conducts recruiting efforts at various schools, special efforts will be made to reach students with disabilities and Covered Veterans.

INTERNAL REVIEW PROCEDURE

The University has developed an internal review procedure whereby individuals with disabilities and Covered Veteran employees can raise any issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including those with disabilities or who are Covered Veterans, to discuss such issues or claims. All matters brought to the attention of the Affirmative Action Officer will be formally and confidentially addressed.

MONITORING AND REPORTING SYSTEMS
41 C.F.R. 60-741.44(h), 41 C.F.R. 60-250.44(h)

It is the responsibility of the University's Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the University's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of UMCES' AAP.

The University's audit and reporting system is designed to:

- Measure the effectiveness of the AAP;
- Identify any need for remedial action;
- Determine the degree to which the University's objectives are being attained;
- Determine whether individuals with known disabilities or Covered Veterans have had the full opportunity to participate in all University sponsored educational, training, recreational and social activities;
- Measure the University's compliance with the AAP's specific obligations.

To ensure that the audit system is effective, all records concerning applicants who are individuals with disabilities or Covered Veterans will be maintained for two years, and all personnel actions involving these employees will be individually maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to members of upper management at least annually. This AAP will be updated annually and will include a summary of the previous year's actions and programs.

HARASSMENT
41 C.F.R. 60-741.44(e), 41 C.F.R. 60-250.44(e)

UMCES has developed and implemented procedures to ensure that employees who are individuals with disabilities or Covered Veterans are not harassed because of their disability or veteran status.

A copy of our Equal Employment Opportunity Policy that forbids harassment against individuals based on protected characteristics is included in the Exhibits section.

TRAINING
41 C.F.R. 60-741.44(j), 41 C.F.R. 60-250.44(j)

The University trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in the University's AAP are implemented.

LISTING OF EXHIBITS

Exhibit A - Post-Offer/Pre-Employment Invitation for Individuals with Disabilities and Covered Veterans

Exhibit B - Harassment Policy

EXHIBIT A
AFFIRMATIVE ACTION PROGRAM
WORKERS WITH DISABILITIES, VIETNAM ERA VETERANS,
VETERANS WITH DISABILITIES,
AND
OTHER PROTECTED VETERANS

As a government contractor, UMCES is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA), which require government contractors to take affirmative action to employ and advance in employment, qualified persons with disabilities, qualified Vietnam veterans, and other qualified eligible veterans covered by VEVRAA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. UMCES' affirmative action program describes the University's commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review during regular business hours. Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment. The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or section 503.

If you are disabled, 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.

(ii) Any 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.

I voluntarily identify myself as:

An Individual with a Disability - An "individual with a disability" is defined as 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.

A Special Disabled Veteran - A "special disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation)

under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability, or (iii) a person who was discharged or released from active duty because of a service-oriented disability.

A Veteran of the Vietnam Era - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

Other Protected Veteran - "Other protected veteran" is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Recently Separated Veteran Recently separated veteran is defined as any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

Please provide your date of discharge or release from active duty: _____

A complete list of qualifying military engagements is available online at <http://www.opm.gov/veterans/html/vgmedal2.htm>.

Signature: _____
Date: _____
Print Name: _____
Employee #: _____

EXHIBIT B - HARASSMENT POLICY

Harassment is verbal, physical or visual conduct of a sexual, racial, ethnic or other nature which, in the employee's opinion, impairs his or her ability to perform the job, or creates an offensive or hostile work environment. Harassment is contrary to basic standards of conduct between individuals.

UMCES will not condone or tolerate the harassment of its employees by their coworkers, supervisors or any individuals under our control. All employees, regardless of position or title, will be subject to severe discipline, up to and including termination of employment, should the University determine that an employee is engaged in the unlawful harassment of another employee. The University will promptly and thoroughly investigate the facts and circumstances of any claim of harassment.

If you feel that you are being subjected to harassment, you should report this matter directly to your supervisor immediately, or, if you would prefer to discuss the matter with someone else, report the issue to the supervisor's superior or to another manager of the University. No one will be subject to, and the University prohibits, any form of discipline or retaliation for reporting incidents of unlawful harassment or pursuing any such claim of harassment.