



INVITATION TO SELF-IDENTIFY

Southern Research Institute is a government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, which require government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, and qualified disabled veterans, veterans of the Vietnam era, recently separated veterans, Armed Forces service medal veterans and other protected veterans. "Qualified individual with a disability"/"qualified disabled veteran" means an individual with a disability who satisfies the requisite skill, experience, education, and other job related requirements of the employment position such individual holds or desires, and who, with or without a reasonable accommodation, can perform the essential functions of such position. If you have a disability, or are a disabled veteran, a veteran of the Vietnam era, a recently separated veteran, an Armed Forces service medal veteran or an other protected veteran and would like to be considered under the affirmative action program, please tell us. If you elect to respond to this Invitation and you identify yourself as a "recently separated veteran", please also let us know your date of separation from active duty service as this is important to maintaining accurate data for reporting to the government. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

The law defines terms used in this Invitation as follows: **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. **Qualified disabled veteran** means: A disabled veteran who has the ability to perform the essential functions of the employment position with or without reasonable accommodation. **Veteran of the Vietnam era** refers to a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty 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 between August 5, 1964, and May 7, 1975, in all other cases. **Recently separated veteran** means: 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. **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. **Other Protected 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. **Individual with a disability** means any person who: has a physical or mental impairment which substantially limits one or more of such person's major life activities; has a record of such impairment; or is regarded as having such an impairment.

Southern Research Institute has posted its policy concerning non-discrimination and affirmative action for qualified individuals with disabilities on employee bulletin boards and otherwise communicates this policy to applicants and employees. We have a written Affirmative Action Program for Disabled Workers and for Disabled Veterans, Veterans of the Vietnam Era, Recently Separated Veterans, Armed Forces Service Medal Veterans and Other Protected Veterans which is available for inspection in the Human Resources Department located at 2000 Ninth Avenue South, Birmingham, Alabama, during normal business hours. Among other things, the AAP promises that we have reviewed our personnel processes to ensure that we give careful consideration to the qualifications of individuals with known disabilities for all job vacancies for which they apply as well as for training. The AAP provides for regular review of the physical and mental requirements of our jobs to ensure that they are job related and consistent with business necessity. And we will make reasonable accommodations to the known physical and mental limitations of an otherwise qualified individual with a disability unless the accommodation imposes an undue hardship on the conduct of our business.

Submission of information on a disability is voluntary and refusal to provide it will not subject you to any adverse treatment. Such information is kept confidential, except as specifically provided for by law. And the information will be used only in ways that are not inconsistent with section 503 of the Rehabilitation Act.

If you are a qualified individual with a disability or status as a veteran covered by these laws, we would like to include you under the affirmative action program. It would assist us if you tell us about (i) any special methods, skills, and procedures that qualify you for positions that you might not otherwise be able to do because of your disability so that you will be properly assessed for any positions of that kind for which you apply, 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 non-essential job functions or other accommodations.

January 2009

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