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Notice to Individuals with Disabilities, Special Disabled Veterans, Veterans of the Vietnam Era and Other Protected Veterans

A Voluntary Invitation to Self-identify and Notification about Affirmative Action Program Availability

As an Equal Employment Opportunity employer, Engineering Solutions and Products, Inc. takes affirmative action to employ and advance in employment all qualified individuals including those with disabilities and covered veterans. To further this goal, ESP has established an affirmative action program for individuals with disabilities and covered veterans. If any individual who is disabled, according to the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) guidelines or if the individual is a covered veteran, and would like to be considered under this program, please notify Engineering Solutions and Products, Inc.'s Director of Human Resources, who has been appointed as Equal Employment Opportunity Coordinator. You may tell us of your desire to benefit under the Program at this time and/or at anytime in the future.

Submission of this information is voluntary. Information obtained will only be used in accordance with the provisions of the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All information will be kept confidential except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding necessary reasonable accommodations; (2) medical personnel, when involved may be informed, when and to the extent appropriate, if the condition might require emergency treatment and (3) government compliance officials may be informed. Refusal to provide this information will not subject any person to adverse treatment.

Also, if you have a disability which might affect your job performance, please state the reasonable accommodation we could make which would enable you to perform the job properly and safely.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance review, hearing or any other activity related to administration of Section 503 of the Rehabilitation Act of 1973, as amended or any other Federal, State or local law requiring equal opportunity for disabled persons;
3. Opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part, or any other Federal, State or local law requiring equal opportunity for disabled persons; or
4. Exercising any other right protected by Section 503 or its implementing regulations in this part.

The Affirmative Action Plan is available for all employees and applicants to review during normal business hours. Please contact the Human Resource Department to schedule a mutually agreeable time.

If you would like to self identify as an individual with disability, special disabled veteran, veteran of the Vietnam era or other protected veteran, please contact ESP's Director of Human Resources at 732.380.0018.