

# Employees and Applicants

## TO: ALL APPLICANTS AND EMPLOYEES

**South Western Communications, Inc.** (the "Company"), offers equal employment opportunity and treatment to all employees and qualified applicants. Qualified applicants and employees will receive consideration for employment and promotion without regard to race, color, creed, religion, sex, age, citizenship, disability, veteran status, national origin, or any other basis prohibited by law. The Company's EEO policy, as well as its affirmative action obligations, includes the full and complete support of the Company, including its Chief Executive Officer.

The Company is an affirmative action employer and maintains an Equal Employment Opportunity Policy and Affirmative Action Programs covering women, minorities, disabled individuals, and certain protected veterans. Information concerning the Policy and Programs is available upon request during normal business hours. Please direct all requests to our Human Resources Department. Any concerns about possible violations of our equal employment opportunity policy or Affirmative Action Programs should be addressed to that Department.

The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, requires government contractors to take affirmative action to employ and advance in employment qualified disabled veterans, recently separated veterans, armed forces service medal veterans or active duty wartime or campaign badge veteran. Additionally, The Rehabilitation Act of 1973 requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals. If you are a disabled veteran covered by this program or have a disability and would like to be considered under the Affirmative Action Program, you can tell us.

If you are disabled, we would like to include you under the Affirmative Action Program. It would assist us if you tell us about any special methods, skills and procedures which qualify you to perform the essential functions of 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.

This information is voluntary, and refusal to provide it will not subject you to any adverse employment action. Information obtained concerning individuals shall be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and regarding necessary accommodations, (ii) first aid personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating compliance with the Acts shall be informed.

Roxanne Hudnall, HR Manager  
**EEO Coordinator**

