

### **Affirmative Action Statement**

NEPA assures equal employment opportunity in all its policies regarding recruiting, compensation, hiring, other benefits, transfers, training, promotions, layoffs and recalls. These practices will be administered without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex, marital status, sexual preferences, or political or union affiliation, except where sex is a bonafide occupational qualification. NEPA will give full consideration of [qualified] disabled or handicapped persons.

NEPA encourages initiative and personal leadership by individuals and will sustain every effort in support of the policies outlined in our Affirmative Action Program. NEPA will work cooperatively with, and seek the assistance of, appropriate minority groups, government agencies, educational institutions, civic organizations, study groups, and its suppliers. We want to meet this challenge in a positive and constructive spirit. Violations of our Affirmative Action program will be met with appropriate action.

A copy of NEPA's Affirmative Action Plan may be viewed on the Employee Bulletin Board or through Administrative Services.

### **Disability Accommodation**

NEPA is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

In its hiring and personnel decisions NEPA does not discriminate against individuals who are disabled. NEPA will provide reasonable accommodations, if not an undue burden, for applicants for employment or current employees to allow them to complete the application process or perform their work. Applicants should inform NEPA upon application. Employees requesting accommodation should see their division supervisor. NEPA at its discretion, may require a physician's statement as to functional limitations and may, at its discretion, require a medical examination or medical inquiry to confirm functional limitations.