

NOTICE OF AVAILABILITY OF AAP
REGARDING INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

TO: All Employees and Applicants

As a federal contractor or subcontractor, our Company is subject to certain laws and regulations administered by the Office of Federal Contract Compliance Programs. Those laws include Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRAA"), as amended by the Jobs for Veterans Act of 2002. Those laws prohibit discrimination on the basis of disability and protected veteran status. Those laws also require our Company to engage in affirmative action to increase employment opportunities for, employ, and advance in employment qualified individuals with disabilities and protected veterans.

As part of our affirmative action efforts, we have developed an affirmative action plan, which outlines our affirmative action activities and efforts to recruit and advance qualified individuals with disabilities and protected veterans. If you would like to review this affirmative action plan, please submit a written request to our Human Resources Department.

A representative from the Human Resources Department will then contact you to schedule a time for you to review the affirmative action plan during our regular office hours (Monday through Friday, from 8:00 a.m. to 5:00 p.m. Central time) at our HR office located at 1426 Browning Place, Suite 101, Manhattan, KS. If you are an applicant or an employee who does not work at that location, please notify HR of your address and whether you have internet access so that we can determine the best avenue of plan review.