

Confidential Equal Employment Opportunity Form

Full Name: _____
Last First M.I.

Date of Birth: _____ Hire Date: _____

Level: _____

Race/Ethnicity

In compliance with federal and state equal employment opportunity laws, the Company recruits, hires, trains, and promotes individuals, as well as administers any and all personnel actions, without regard to race, color, religion, sex, national origin, age, disability, or any other status protected by law.

To help us comply with federal and state equal employment record keeping, reporting, and other obligations, please answer the questions below. The information provided will be kept confidential. This information is voluntary and neither disclosure of the information nor refusal to provide it will adversely affect your employment. This information will be used only in accordance with the regulations implementing Title VII and Executive Order 11246.

Racial or Ethnic Group

- | | | |
|--|---|---|
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Two or more Races | <input type="checkbox"/> Prefer not to answer | |

Gender

- ☐ Female ☐ Male ☐ Prefer not to answer

Workers with Disabilities and Veterans

As a government contractor, Rosetta Marketing Group, LLC is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA) as amended by the 2002 Jobs for Veterans Act, which require government contractors to take affirmative action to employ and advance in employment qualified persons with disabilities, and other qualified eligible veterans covered by VEVRAA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. Rosetta Marketing Group, LLC's affirmative action program describes the company's commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities.

The affirmative action program is available to all employees for review during regular business hours. Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment. The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or Section 503.

If you are disabled, it would assist us if you tell us about:

(i) Any special methods, skills, and procedures which qualify you for 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.

(ii) Any 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 certain duties relating to the job, provision of personal assistance services or other accommodations.

I voluntarily identify myself as:

☐ **An Individual with a Disability:** An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

☐ **Disabled Veteran:** A "disabled veteran" is defined as (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.

☐ **Recently separated veteran:** A "recently separated veteran" is defined as 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:** An "Armed Forces Service Medal veteran" is defined as 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:** An "other protected veteran" is defined as 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.

A complete list of qualifying military engagements is available online at <http://www.opm.gov/staffingportal/vgmedal2.asp>.

Date of discharge or release from active duty: _____

Signature: _____ **Date:** _____

Print Name: _____

HR purposes only:

EEO-1 Group: _____

Job Group: _____