



Date:

To: All Employees and Applicants

A handwritten signature in black ink, appearing to read "TKilleen", is positioned to the right of the "To:" line.

FROM: Dr. Timothy Killeen, President,
The Research Foundation for The State University of New York

SUBJECT: Reaffirmation of EEO Policy

You, the employees of The Research Foundation for The State University of New York (RF), are our most important asset. Our continued success and development depends on the future and effective use of all of our skills and talents to their fullest extent. The RF has an obligation to hire and develop the best people we can find based on job-related qualifications and irrespective of race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.

The RF is committed to the principles of Equal Employment Opportunity and Affirmative Action because it is morally right and legally required. It is the obligation of each officer, manager, and supervisor to ensure all employment activities are conducted in an equal and equitable fashion, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law. Such activities include, but are not limited to: recruitment, advertising, selection, hiring, training, promotion, upgrade, demotion, transfer, layoff, discharge, return from layoff, leaves of absence, performance evaluation, rate of pay, other compensation and fringe benefits.

We will be measuring ourselves against specific objectives which will continue to move the RF toward full and equal participation of all employees in the numerous opportunities available here. Periodic analysis will ensure our progress towards these goals.



NOTICE TO ALL EMPLOYEES / PROSPECTIVE EMPLOYEES

This employer is a government contractor subject to the Rehabilitation Act of 1973, as amended and the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended. These statutes require the The Research Foundation for The State University of New York (RF) to take affirmative action to employ and advance in employment qualified individuals with disabilities. (Definition of individual with a disability - any person who has a physical or mental impairment which substantially limits one or more major life activity.)

If you have a disability and/or are a disabled, recently separated, Armed Forces Service Medal or active duty wartime or campaign badge veteran, we would like to include you under the RF's affirmative action program. If you would like to be considered under the program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Our affirmative action program contains policies and procedures that assure compliance with the Rehabilitation Act and VEVRAA obligations. **Submission of this information is voluntary** and refusal to provide it will not subject you to any adverse treatment. Information you submit about your disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with a disability, 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 Rehabilitation Act, VEVRAA or the Americans with Disabilities Act as amended (ADA, ADAAA) may be informed. The information provided will be used only in ways that are consistent with Section 503 of the Rehabilitation Act, VEVRAA, ADA, and the ADAAA.

If you are an individual with a disability, we would like to include you under the affirmative action program. It would assist us if you tell us about (1) 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, and (2) the accommodations which we could make which 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, or other accommodations. This information will assist us in placing you in an appropriate position and in making accommodations for your disability, if applicable.

Employees have an opportunity to inspect the campus affirmative action plan upon request during normal working hours in the campus RF Human Resources and/or Affirmative Action office.

A handwritten signature in black ink, appearing to read "Timothy Killeen", written in a cursive style.

Dr. Timothy Killeen

President, The Research Foundation for The State University of New York