

Since 1983

mancon

1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 457-9312
Fax (757) 457-9345

VETERAN AND DISABLED INVITATION

TO: INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES, DISABLED VETERANS, SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA AND OTHER PROTECTED VETERANS.

As a federal contractor, MANCON is subject to the Vietnam Era Veterans' Readjustment Assistance Act and Section 503 of the Rehabilitation Act of 1973. MANCON will not discriminate against any employee or applicant for employment because of a physical or mental disability or because he or she is a disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, or Armed Forces service medal veteran (hereinafter collectively referred to as "protected veteran(s)") or any known family, business, social or other relationship or association with a protected veteran in regards to any position for which the employee or applicant for employment is qualified.

MANCON agrees to take affirmative action to employ and advance in employment, individuals with disabilities, protected veterans and to otherwise treat qualified individuals without discrimination based on their status as a protected veteran or physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures.
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring.
- iii. Rates of pay or any other form of compensation and changes in compensation.
- iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists.
- v. Leaves of absence, sick leave, or any other leave.
- vi. Fringe benefits available by virtue of employment, whether or not administered by MANCON.
- vii. Selection and financial support for training, including apprenticeship, and on-the-job training (under 38 U.S.C. 3687 for veterans), professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training.
- viii. Activities sponsored by the contractor including social or recreational programs.
- ix. Any other term, condition, or privilege of employment.

During recruitment/hiring/employment activities, individuals have the opportunity to self-identify their veteran and disability status. Submission of this information is voluntary and refusal to provide it will not subject the individual to any adverse treatment. The information submitted will be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of special and/or disabled veterans or individuals with disabilities, and regarding necessary accommodations; (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition(s) might require emergency treatment; and (3) Government officials engaged in enforcing laws administered by the DOL-OFCCP, or the Americans with Disabilities Act may be informed.

For further information concerning this program or to make a complaint, please contact the MANCON Human Resources' EEO/AAP Coordinator at 888-892-0787. Additionally, our Affirmative Action Program is available for review during normal business hours.


Richard A. Clarke
President

3/26/2020
Date Signed