



## Availability of AAP Notice

### **To: All Employees and Post-Offer Applicants for Employment**

It is our policy to take affirmative action to employ and to advance in employment qualified individuals, special disabled veterans, and other covered veterans. If you have such a disability or are an eligible veteran and would like to be considered under the affirmative action program, please tell us. This information is voluntary, and refusal to provide it will not subject you to discharge or disciplinary treatment. However, in order to ensure proper placement of all employees, we do suggest that you provide the following information and submit it to the human resources office.

Please state whether you have or have had a mental or physical impairment that substantially limits one or more major life activities, or have a record of such an impairment, or have been regarded as having such an impairment. If there are any positions or types of positions for which you should not be considered, or job duties that you cannot perform because of physical or mental disability, please describe them for us. Such description should include what accommodations, if any, the Company could possibly make to enable you to perform jobs properly and safely.

Information obtained concerning individuals shall be kept confidential, except that supervisors and managers may be informed regarding restrictions in the performance of duties by disabled individuals, and information regarding necessary accommodations.

Our affirmative action plan for disabled individuals, special disabled veterans and other covered veterans is available for inspection to any employee or applicant for employment upon request. A copy of the plan may be inspected during normal business hours.

  
*Rob Johnson*  
**Chief Executive Officer**  
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