



**PROTEK
SECURITY, INC.**

**AFFIRMATIVE ACTION PROGRAM
FOR
VETERANS & INDIVIDUALS WITH DISABILITIES**

AFFIRMATIVE ACTION PROGRAM FOR VETERANS & INDIVIDUALS WITH DISABILITIES

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1.0 INTRODUCTION

This manual sets forth the requirements of the Affirmative Action Program at the Protek Security, Inc. Corporate Headquarters. The manual will be reviewed and updated by Protek Security, Inc. when appropriate.

To achieve the desired level of performance and to meet any and all applicable requirements of federal and State of Washington codes, each manager shall assure that all operations which he/she is responsible for are carried out in accordance with the criteria in this manual.

2.0 PREFACE

Protek Security, Inc. (also referred to as the Company) is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan (AAP), the Rehabilitation Act of 1973 (as amended), specifically, 29 U.S.C. Section 793 and its implementing OFCCP regulations (41 C.F.R. Part 60-741), or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. Sections 4211, et seq.), or OFCCP's implementing regulations (41 C.F.R. Chapter 60), or the Veterans Employment Opportunities Act of 1998 (5 C.F.R. Section 3304) have been used as a guide by the Company. Therefore, the use of such terminology should not be construed as an admission by the Company, in whole or in part, that in fact either disabled persons or covered veterans have been or are presently being underutilized, concentrated, or discriminated against in any way by the Plan in violation of federal, state, or local fair employment practice laws. Further, nothing contained in this AAP or its supporting data should be construed as an admission by the Company, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing this AAP, Protek Security, Inc. has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

The material and instructions contained in this manual have been carefully reviewed for accuracy and presumed to be correct and reliable. However, Protek Security, Inc. assumes no responsibility for inaccuracies and reserves the right to modify and revise this manual without notice. Protek Security, Inc. Provides this manual "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of use or fitness for any purpose.

2.0.1 DISSEMINATION:

While the Company firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices, there is certain proprietary information relating to its business that must be kept confidential. The detailed information provided in good faith as a part of the Affirmative Action Plan contains specific information that, if disseminated, could be detrimental to the competitive and business interest of this Company. At a minimum, the complexity of this data is subject to misinterpretation and misuse, which again can be very harmful to business goals and objectives solely unrelated to the affirmative action and equal

employment opportunity concept. Therefore, even though the Company is justifiably proud of the progress and goals that are described in the following pages, the following is requested:

- A. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the Company of the agency's decision to disclose and providing the Company with ample time to contest the disclosure.
- B. If this information is supplied to a government contractor, EEOC representative, or any other person who is given access to the Affirmative Action Plan, it is not to be copied, reproduced, or disclosed without prior notification to the Company.
- C. No information contained in the Affirmative Action Plan is to be copied, removed from the premises, or released to other individuals without a prior notification to the Company.
- D. All monitoring system reports as required by federal regulations and laws have been completed. Reports that require specific data such as names of employees and salary information have not been included within the context of this Plan. This information is on file at the Company as Documentation and Supporting Data for Affirmative Action Plan Reports and is available for review only as required by law.

The material set forth in this AAP is the property of Protek Security, Inc., and is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, 5 U.S.C. Section 552. Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. Sections 2000e et seq., the Trade Secrets Act, 18 U.S.C. Section 1905, and 44 U.S.C. Section 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

Protek Security, Inc. Personnel Policy manual is copyrighted by Protek Security, Inc. and is proprietary in nature. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form by any means, electronic, photocopying, recording, or otherwise without the prior written permission of Protek Security, Inc.

This Affirmative Action Plan does not constitute an express or implied contract between the Company and its employees, job applicants, or other persons, nor does it change in any way the basic at-will employment relationship that all Company employees have with the Company

3.0 AFFIRMATIVE ACTION PLAN STATEMENT OF POLICY

It is the policy of Protek Security, Inc. not to discriminate on the basis of a physical or mental disability or an individual's status as a disabled veteran, a veteran of the Vietnam Era, or any other eligible veteran with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified with or without reasonable accommodations, to perform the essential functions of the job. The Company does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and

other eligible veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

All personnel actions or programs that affect qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The Company makes and will continue to make reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans unless such accommodations would impose an undue hardship on the Company's business.

3.0.1 ASSIGNMENT:

John Buntin, Affirmative Action Officer for the Company, will manage Affirmative Action Plan for individuals with disabilities, disabled veterans, veterans of the Vietnam Era and other eligible veterans. All managers and supervisors will take an active part in the Company's Affirmative Action Plan to ensure that all qualified employees with disabilities, disabled veterans, veterans of the Vietnam Era or other eligible veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, the Affirmative Action Officer will solicit the cooperation and support of all employees for the Company's policy and Affirmative Action Plan. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era and other eligible veterans. In accordance with public law, the Company's program of affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is available for inspection in the Human Resources Department during regular business hours upon request.

4.0 DEFINITIONS

- A. "DISABLED VETERAN" means a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- B. "QUALIFIED DISABLED VETERAN" means a disabled veteran as defined above who is capable of performing the essential functions of a particular job when reasonable accommodations are made to his or her disability.
- C. "VETERAN OF THE VIETNAM ERA" means a person who (i) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

- D. "OTHER ELIGIBLE VETERAN" means a person who (i) served on active duty service between December 7, 1941 and April 28, 1952, or (ii) served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal was awarded.

- E. "INDIVIDUAL WITH A DISABILITY" means a person who, generally, (i) has a physical or mental impairment that substantially limits one or more of his other major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such impairment.

- F. "A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the job-related requirements of a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

5.0 RESPONSIBILITY FOR AFFIRMATIVE ACTION

Affirmative action for individuals with disabilities and covered veterans (Vietnam Era, other eligible, and disabled) is the responsibility of every employee at Protek Security, Inc. The Company's Affirmative Action Officer, is responsible for the implementation and monitoring of this Affirmative Action Plan at the Company. John Buntin, a member of Senior Management, has the support and staff to manage the implementation of this Plan.

5.0.1 DEVELOPMENT:

In carrying out this responsibility, the Affirmative Action Officer and designated staff will:

- A. Develop policy statements, affirmative action programs, and internal and external modes of communication;

- B. Oversee regular discussions with local managers, supervisors, and employees to ensure that the Company's policies are being followed;

- C. Advise supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that the Company is obligated to prevent harassment of employees placed through affirmative action efforts;

- D. Identify, in conjunction with line management, known disabled employees, disabled veterans, veterans of the Vietnam Era, other eligible veterans, and any problem areas in implementing the Affirmative Action Plan, and develop solutions, including possible modes of accommodation;

- E. Design and implement internal audit and reporting systems that will measure the effectiveness of the Company's Plan, indicate the need for remedial action, determine the degree to which the Company's objectives have been attained, determine whether known employees with disabilities and covered veterans have had the opportunity to participate in all Company-sponsored educational, training, recreational, and social activities, and ensure that each Company location is in compliance with the act and federal regulations listed;
- F. Serve as liaison between the Company and enforcement agencies, and between the Company and organizations of and for persons with disabilities and covered veterans, and encourage active involvement by Company representatives in the community service programs of local organizations of and for individuals with disabilities and covered veterans;
- G. Keep management informed of the latest developments in the entire affirmative action area;

6.0 IMPLEMENTATION OF AFFIRMATIVE ACTION INVITATION TO INDIVIDUALS WITH DISABILITIES, VIETNAM ERA VETERAN, OTHER ELIGIBLE VETERAN, AND DISABLED VETERAN APPLICANTS AND EMPLOYEES

Following an offer of employment but prior to an employee's first day, the Affirmative Action Office or his/her designate, will invite job applicants who are individuals with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans and believe themselves covered by the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act 1974, or the Veterans Employment Opportunities Act of 1998 to identify themselves in order to receive the benefits of affirmative action (see Exhibit A).

When job applicants or current employees identify themselves pursuant to the invitation, the Company will seek their advice regarding proper placement and proper accommodation in view of their disability or veteran status.

7.0 REVIEW OF PERSONNEL PROCESSES

Protek Security, Inc. continues to review its personnel procedures to determine whether they assure the careful thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that they are so designed as to facilitate the implementation of the Company's affirmative action obligations.

Vacancies are advertised, and applications are accepted from any interested person. Employment application includes a full non-discrimination statement to further assure applicants of the Company's policy of equal employment. Available positions that are not expected to be filled

from within may be referred to the State Department of Employment and Training, as well as other recruiting sources.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in these employment decisions because the physical and mental job qualifications reviewed ensure that they do not tend to screen out individuals with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans for reasons that are neither job-related, consistent with business necessity, nor consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans who meet these qualifications will be considered on an equal basis with all other applicants. Moreover, military experience is considered by the Company only to the extent that it increases the veteran's qualification for the job.

7.0.1 PROCEDURES:

Consistent with the regulations, the Company has instituted the following procedures to further assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that they are so designed as to facilitate the implementation of the Company's affirmative action obligations:

- A. As covered individuals apply for positions within the Company, their personnel form will be annotated to identify each vacancy for which he or she was considered.
- B. The personnel records of each known covered individual will include (i) the identification of each promotion for which he or she was considered, and (ii) the identification of each training program for which he or she was considered.
- C. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file. This statement will include a comparison of the qualifications of the covered individual and the person(s) selected, as well as a description of the accommodations considered.
- D. Where applicants or employees are selected for hire, promotion, or training, and the Company undertakes any accommodation, which makes it possible to place a covered individual on the job, the personnel file will contain a description of that accommodation.

Consistent with the published regulations, this information, upon reasonable advanced notice will be retrievable for review by government officials and the Company's personnel officials for use in investigations and compliance activities.

8.0 REVIEW OF PHYSICAL AND MENTAL JOB QUALIFICATIONS

Protek Security, Inc., has recently reviewed physical or mental job qualification requirements, to ensure that qualification requirements do not screen out qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

9.0 ACCOMMODATIONS

Protek Security, Inc., has made and intends to continue to make reasonable accommodations, which do not impose undue hardships on its business, to the physical and mental limitations of employees and job applicants.

Included among the specific accommodations for disabled and covered veteran employees that have been implemented are the following:

- A.** A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
- B.** A medical leave of absence is available to any employee who provides medical documentation of disability.
- C.** Should reasonable accommodations be necessary to facilitate access to work areas by qualified employees with disabilities, the Company will take any reasonable steps to provide such accommodations.
- D.** When possible, the Company will redesign jobs to meet the needs of employees with disabilities.
- E.** The Company will arrange suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is possible.
- F.** The Company will accommodate employees with disabilities by allowing a reasonable amount of time off for physicians, visits.
- G.** Special parking for individuals with disabilities is available at Protek Security Inc.
- H.** Protek Security Inc., has no contracts with sheltered workshops.

10.0 HARASSMENT

Protek Security, Inc., has developed and implemented procedures to ensure that employees with disabilities, disabled veterans, Vietnam Era veterans, and other eligible veterans are not harassed because of their disability or veteran status.

In addition, as required by the Rehabilitation Act of 1973, as amended, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because

they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by the Act.

11.0 COMPENSATION

In offering employment or promotions, Protek Security, Inc., does not reduce the amount of compensation offered to individuals with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans because of any disability income, pension, or other benefit that the employee receives from another source.

12.0 OUTREACH, POSITIVE RECRUITMENT, AND EXTERNAL DISSEMINATION OF POLICY

Protek Security, Inc., has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans. This review has revealed a high percentage of individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans employed in a variety of jobs.

While the Company believes that there are no deficiencies in its current employment practices with respect to these employees, it has planned the following outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts:

External:

- A.** The Company will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans and will encourage employee referrals of covered applicants.
- B.** All executives, management officials, supervisors, and other employees of the Company will be encouraged to assist in the effort to disseminate Protek Security, Inc., policy of affirmative action to individuals outside the Company.
- C.** The Company will inform recruiting sources of Protek Security, Inc., policy of affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans for all positions.
- D.** Protek Security, Inc., will incorporate the affirmative action for individuals with disabilities clause in purchase orders, leases, and contracts that are made by the Company and are covered by the Rehabilitation Act of 1973 and its implementing regulations. The affirmative action clause for disabled veterans, Vietnam Era veterans, and other eligible veterans will be incorporated in purchase orders, leases, and contracts made by the Company that are covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and its implementing regulations.

- E.** Protek Security, Inc., will notify local organizations for individuals with disabilities, community agencies, secondary schools, and colleges known to specialize in problems of individuals with disabilities, disabled veterans, and veterans of the Vietnam Era, and other eligible veterans about policy of affirmative action and request their advice, assistance, and referrals of potential employees, including those who are not currently in the work force who have requisite skills.
- F.** While advertising is very limited, Protek Security, Inc., will include disabled individuals, veterans of the Vietnam Era, and other eligible veterans when employees are pictured in consumer and personnel recruitment advertising.
- G.** Where possible, Protek Security, Inc., will make reasonable accommodations for disabled individuals and disabled veterans.
- H.** Protek Security, Inc., will review the employment records of its known employees with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans to determine the availability of promotable, qualified individuals with disabilities, and to determine whether present and potential skills are being fully utilized or developed.
- I.** The Company will send written notification of Company AAP policy to all contractors, subcontractors, requesting appropriate action on their part.
- J.** When Protek Security, Inc., advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.

13.0 INTERNAL DISSEMINATION OF POLICY

The Company recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its plan of affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans, so that these employees' awareness of the needs of individuals with disabilities can be increased. Accordingly, the Company will utilize the following procedures to maximize the internal implementation and dissemination of its policy:

- A.** Protek Security, Inc., will invite its disabled veterans, its veterans of the Vietnam Era, its other eligible veterans, and its employees with disabilities to participate in the Affirmative Action Plan.
- B.** Protek Security, Inc., policy on affirmative action for veterans and individuals with disabilities, is posted on Company bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act, or the Veterans Employment Opportunities Act of 1998. (See Exhibit A.)

- C. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the Company's policy of affirmative action and to impart to these personnel their responsibility in making the plan a success. Top-level management personnel will attend these meetings so that their attitudes on affirmative action will be known to all.
- D. Meetings with all employees of the Company will be conducted by department heads, to inform the employees of Protek Security, Inc.'s policy of affirmative action and to explain the employees' responsibility to comply with the policy.
- E. An invitation to participate in policy of affirmative action is disseminated to all applicants once the company has extended a job offer but prior to the applicant's first day of employment.
- F. Since Protek Security, Inc., has no collective bargaining agreement, no notification of union officials is necessary.

14.0 DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

In addition to the affirmative action programs mentioned, the Company is developing and executing the following programs:

- A. The Company will continue to review all physical or mental job qualifications.
- B. The Company will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans in a manner that limits their access to jobs for which they are qualified.
- C. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will have the opportunity to participate in training forums relating to affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.
- D. If Protek Security Inc., holds briefing sessions for recruitment sources, representatives from agencies who specialize in individuals with disabilities and veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up, and for feedback on the disposition at applicants referred.
- E. As Protek Security Inc., encourages employees to participate in community activities, employees with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans, will be among those who are encouraged to participate.

- F. When Protek Security, Inc., conducts recruiting efforts at various schools, special effort will be made to reach students with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.

15.0 INTERNAL REVIEW

The Company's employee review process affords the opportunity whereby individuals with disabilities and covered veteran employees can raise any issues or claims that may arise during the course of and concerning their employment. This valuable time provide opportunities for employees with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans to discuss their problems with their supervisor.

General communication procedures encourage any and all employees, including those with a disability, disabled veterans, veterans of the Vietnam Era and other eligible veterans to discuss such issues or claims.

All matters brought to the attention of the Affirmative Action Officer will be formally and confidentially addressed.

16.0 MONITORING AND REPORTING SYSTEMS

It is the responsibility of the Company's Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the Company's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of Protek Security, Inc.'s, Affirmative Action Plan.

In this regard, all records concerning disabled and covered veteran applicants will be maintained for two years, and all personnel actions involving these employees will be individually maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to upper management personnel at least annually.

This Affirmative Action Plan will be updated annually and will include a summary of the previous year's actions and programs.

17.0 LISTING OF EXHIBITS

Exhibit "A"

**POST-OFFER/PRE-EMPLOYMENT INVITATION FOR DISABLED
VETERANS,
INDIVIDUALS WITH DISABILITIES, VETERANS OF THE
VIETNAM ERA, AND
OTHER ELIGIBLE VETERANS**

Exhibit "B"

**AFFIRMATIVE ACTION PROGRAM
FOR
VETERANS & INDIVIDUALS WITH DISABILITIES**

Exhibit "A"

**POST-OFFER/PRE-EMPLOYMENT INVITATION FOR DISABLED
VETERANS,
INDIVIDUALS WITH DISABILITIES, VETERANS OF THE
VIETNAM ERA, AND
OTHER ELIGIBLE VETERANS**

Protek Security, Inc., is subject to Section 503 of the Rehabilitation Act of 1973, as amended, which requires us to take affirmative action to employ and advance in employment qualified individuals with disabilities. The Company is also subject to Section 4212 of the Vietnam Era, Veterans' Readjustment Assistance Act of 1974, as amended, which requires us to take affirmative action to employ and advance in employment qualified disabled veterans, and veterans of the Vietnam Era covered by the Act, and the Veterans Employment Opportunities Act of 1998, which requires us to take affirmative action to employ and advance in employment other eligible veterans that are qualified.

Protek Security, Inc., will not coerce, intimidate, interfere, or discriminate against any employee for filing a complaint or assisting in an investigation under the Rehabilitation Act, the Vietnam Era, Veterans Readjustment Assistance Act, or the Veterans Employment Opportunities Act. The Company's Plan of affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is available for inspection in the office of the Affirmative Action Officer during regular business hours.

A qualified individual with a disability or qualified disabled veteran means an individual with a disability or disabled veteran who is capable of performing the essential functions of a particular job with or without reasonable accommodations to his or her disability. In order to be considered "disabled," an individual must either have a physical or mental impairment that substantially limits one or more of his or her major life activities, have a record of such impairment, or be regarded as having such impairment.

In order to be considered a "disabled veteran," an individual must be a veteran entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty, was for a disability incurred or aggravated in the line of duty.

A "Veteran of the Vietnam Era" means a person who (i) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

"Other Eligible Veteran" means a person who (i) served on active duty service between December 7, 1941 and April 28, 1952, or (ii) served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal was awarded.

If you would like to be considered under Protek Security, Inc.'s, Affirmative Action Plan, you should inform John Buntin the Affirmative Action Officer, at this time and/or at any time in the future, providing military and/or medical documentation as requested. The submission of information regarding your disability is voluntary, and the refusal to provide it will not subject you to discharge or other disciplinary treatment.

Information obtained concerning your disability will be kept confidential, except that supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and regarding necessary accommodations.

First aid, safety and supervisory personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and government officials investigating compliance with the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, or the Veterans Employment Opportunities Act of 1998 will be informed.

If you have a disability, please tell us about (i) any special methods, skills, and procedures which you believe qualify you for positions which you might not otherwise be able to do so that you will be considered for any Position of that kind, and (ii) the accommodations which you believe 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 related to the job, provision of personal assistance services, or other accommodations by completing the following:

Name: _____
(please print)

Street Address _____ **City** _____

State _____ **Zip Code** _____ **Phone Number** (____) ____ - _____

Special methods, skills, and procedures required:

Please check:

- _____ **01 Vietnam Era Veteran**
_____ **02 Disabled Veteran**
_____ **03 Individual with a Disability**
_____ **04 Other Eligible Veteran**

Exhibit "B"



**PROTEK
SECURITY, INC.**

**AFFIRMATIVE ACTION PROGRAM
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Pursuant to Section 503 of The rehabilitation Act of 1973, As Amended, and 41 C.F.R. part 60-741 and Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and C.F.R. part 60-250 and the Veterans Employment Opportunities Act 1998.

Employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act, or the Veterans Employment Opportunities Act of 1998.

In addition, a copy of Protek Security Inc., "Affirmative Action Program" is available for inspection. Employees wishing to obtain specific information, or for any other good reason, may, upon reasonable advance notice, inspect the "Affirmative Action Program" at any reasonable time during normal office hours. However, such information may not be reproduced, removed, or altered without the consent of an Officer of the Company. All AAP records are considered confidential and the property of the Company. "Affirmative Action Program" will therefore be available or disclosed only to those persons who are authorized by the Company under legal rights to review or obtain applicable parts of such records.

The designated "Affirmative Action Program" Action Officer is John Buntin, who has possession of the documentation in a readily accessible and clearly marked binder. Please direct your request accordingly. Upon adequate notice, documents are available during normal business hours 9:00AM – 5:00PM, Monday – Friday.