

## **Statement of Policy – Affirmative Action and Equal Employment for Individuals with Disabilities and Vietnam-Era Veterans**

January 1, 2005

Tessada & Associates, Inc. (TESSADA) is pleased to support the principles of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and to affirm its commitment to the principles of Section 402 of the Vietnam-era Veterans' Readjustment Assistance Act of 1974.

It is the policy of TESSADA that all applicants for employment will be recruited and assigned on the basis of Bona Fide Occupational Qualifications (BFOQ) for each position and on their ability to perform the essential functions of the position without regard to physical or mental disability or status as a Vietnam-era veteran. Requirements for each position will be reviewed regularly to ensure that no restrictive physical or mental limitations exist that would tend to screen out otherwise qualified persons. Reasonable accommodations shall be made for persons with disabilities when such accommodations will not impose an undue economic hardship on normal business activities.

TESSADA will undertake affirmative actions to employ, assign, promote, and otherwise treat qualified individuals with disabilities and Vietnam-era veterans without discrimination based upon their disability or veteran status in all employment actions, including recruitment, promotion, demotion, transfer, compensation, training, and termination.

TESSADA will disseminate this Affirmative Action Policy externally and work with local Veterans' Employment Representatives, and others, to identify and recruit qualified disabled and Vietnam-era veterans. Further, TESSADA will encourage all disabled and Vietnam-era veterans to identify themselves in order to allow them to benefit from this Affirmative Action Plan.

TESSADA has voluntarily undertaken to demonstrate its continuing adherence to the principle of employment based on merit. Its policy of nondiscrimination against persons with disabilities will continue to be applied equitably throughout the Company.

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Roger Broman  
Executive Vice President

<p>The Affirmative Action Plan is available for inspection by any employee, or applicant for employment, during normal business hours. Interested persons should contact the Director of Human Resources for assistance (703) 564-1210.</p>
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