

To: All Subcontractors, Vendors, and Suppliers of Innovative Circuits, Inc.

Innovative Circuits Inc. is an Affirmative Action/Equal Opportunity Employer. As such, we are committed to the full and effective utilization of qualified persons, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical and mental disability, or veteran status.

Our commitment to affirmative action requires that we inform you of our policy of equal employment opportunity, and request verification of your compliance with applicable laws and regulations relating to equal employment opportunity and affirmative action reporting and employment practices.

We request that you verify that:

1. A written affirmative action plan will be developed if required in accordance with E.O. 11246 and 41 CFR 60-2,
2. A Standard Form 100 (EEO-1) will be filed when required,
3. A Federal Contractor Veteran's Employment Report VETS-4212 will be filed when required by 41 CFR 60-300,
4. Your company complies with the Vietnam Era Veterans Readjustment Act of 1974, as amended, 41 CFR 60-300 regarding affirmative action for veterans,
5. Your company complies with Section 503 of the Rehabilitation Act of 1973, as amended and 41 CFR 60-741 regarding affirmative action for workers with disabilities.

We appreciate your efforts and assistance in this area.

Sincerely,



Beverley Kelly
EEO Coordinator