**AFFIRMATIVE ACTION PLAN ATTESTATION**

It is the responsibility of all employees to support NPL’s Equal Employment Opportunity (EEO) and Affirmative Action Plan (AAP) actions. These responsibilities include, but are not limited to:

1. Reviewing the company’s EEO policy annually to ensure understanding and an awareness of policy.
2. Notifying the Internal Support Coordinator/Equal Employment Opportunity Manager of any potential problems with NPL’s affirmative action obligations.
3. Aiding in NPL’S affirmative action efforts to ensure a fair and effective policy by referring qualified candidates for employment opportunities.
4. Attend all training sessions as required.

An employee must also have action knowledge of their ability to access the Equal Employment Opportunity is the law poster. To access the poster go to

<https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster.pdf>

The Equal Opportunity Manger (EOM) for Northern Plains Laboratory is Natalie Miller.

**INVITATION TO SELF-IDENTIFY**

Northern Plains Laboratory (NPL) is an Equal Employment Opportunity/Affirmative Action Employer. Due to the fact that certain laws and regulations required NPL to compile, maintain and report information on applicants and/or employees, all employees are encouraged to self-identify.

The information is collected through self-identification forms. Submission is voluntary and refusal to provide it will not subject you to any adverse treatment. The information is kept confidential as required by regulations and will be processed and maintained separately from other employment information. An employee may submit and/or update self-identification information any time. The necessary forms are available in the human resources manual, on the NPL website, or in the administrative area. Completed forms are submitted to the Equal Opportunity Manager (EOM) as identified above.

**REQUESTING A REASONABLE ACCOMMODATION**

As part of NPL’s Equal Employment Opportunity/Affirmative Action Plan, all employees should be aware of the process to request a reasonable accommodation: To begin the reasonable accommodation process, an employee or job applicant, would initiate the request either verbally or in writing to the EOM or any supervisor. The form “Employee or Applicant Request for Accommodations” will be completed. This then begins the interactive process to determine with accommodations area appropriate. For further detailed instructions, see the policy “Providing Reasonable Accommodations, HR-306”.