

**MODEL DISCLOSURE FORM TO USE IN  
ASKING EMPLOYEES TO SELF-REPORT THEIR RACE**

**EMPLOYEE QUESTIONNAIRE FOR  
SELF IDENTIFICATION OF RACE/ETHNICITY**

We are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite our employees to voluntarily self identify their race or ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information obtained will be kept confidential, as provided by law, and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, the data will not identify any specific individual.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires the Company to determine this information by visual survey or other available information.

The government asks us to report race/ethnicity in one of seven categories identified below. The definitions for each category have been established by the federal government. If you elect to voluntarily self-identify, please mark only one for ethnicity and race.

## INVITATION TO SELF-IDENTIFY

### PLEASE ANSWER THE FOLLOWING QUESTIONS

What is your ethnicity?

Please mark the **one box** that describes your ethnicity category which you primarily identify:

<input type="checkbox"/>	<b>Hispanic or Latino</b> – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/>	<b>Other</b>

What is your race?

Please mark the one box that describes your race category which you primarily identify:

<input type="checkbox"/>	<b>White (Not Hispanic or Latino)</b> – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	<b>Black or African American (Not Hispanic or Latino)</b> – A person having origins in any of the Black racial groups of Africa.
<input type="checkbox"/>	<b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)</b> – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/>	<b>Asian (Not Hispanic or Latino)</b> – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/>	<b>American Indian or Alaska Native (Not Hispanic or Latino)</b> – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/>	<b>Two or More Races (Not Hispanic or Latino)</b> – All persons who identify with more than one of the above five races.