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SOLUTIONS EVERY DAY.™

Re: Notification of Equal Employment Opportunity/Affirmative Action Obligations

Dear Subcontractor/Vendor/Supplier:

NCI Building Systems and/or one of its affiliates noted in the attached Vendor Request Form, is a Federal government contractor and subject to the requirements of the Office of Federal Contract Compliance Programs (OFCCP). As part of NCI's compliance with Federal Equal Employment Opportunity (EEO) and Affirmative Action (AA) regulations, we are required to inform you of our policy and request your cooperation.

NCI reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment. Through the implementation of our Affirmative Action Program (AAP), we continue our efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

We have listed the affirmative action laws we are governed by and their implementing regulations for your easy reference.

- **Executive Order 11246 (and its implementing regulations at 41 C.F.R. part 60);**
For more information, please visit: <https://www.dol.gov/ofccp/regs/statutes/eo11246.htm>
- **The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (and its implementing regulations at 41 C.F.R. 60-300);**
For more information, please visit: <https://www.dol.gov/ofccp/regs/statutes/4212.htm>
- **Section 503 of the Rehabilitation Act of 1973, as amended (and its implementing regulations at 41 C.F.R 60-741);**
For more information, please visit: <https://www.dol.gov/ofccp/regs/compliance/section503.htm>

We appreciate your cooperation in our effort to fully comply with these Federal requirements.

Please fill out the attached Vendor Request Form in its entirety, sign it, and return it to us.

Thank you for your prompt attention concerning this matter.

