

**TO:** Employees and Applicants for Employment

**RE:** Equal Opportunity for the Disabled and Covered Veterans

It is the policy of Ferguson Enterprises, LLC. to take affirmative action to employ and advance in employment, qualified individuals with disabilities and qualified covered veterans\*. If you feel you have a disability, or if you are a veteran as described below, and would like to be considered under our affirmative action program, please contact:

[AskHR@Ferguson.com](mailto:AskHR@Ferguson.com)

Submission of this information is completely voluntary on your part and refusal to provide it will not affect your position. Data which you provide shall be kept strictly confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and/or disabled veterans; (ii) first aid and safety personnel may be informed, to the extent appropriate, if the condition might require emergency treatment; and (iii) governmental officials reviewing the Company's compliance status shall be informed.

### **Affirmative Action Plan**

The Affirmative Action Plan covering the Disabled and Covered Veterans is available for review by contacting AskHR as described above. Once a request is made you will be contacted to schedule a time for review.

\*Covered Veterans include veterans of the United States Armed Forces who are in one of the following categories: disabled veterans; veterans who served on active duty in the Armed Forces who were awarded a campaign badge or the Armed Forces service medal; and recently separated veterans discharged from active duty within three years of the current date.