

August 28, 2020

**TO: PEOPLETEC SUBCONTRACTORS AND SUPPLIERS**

PeopleTec, Inc., is a federal government contractor and, as such, is subject to the requirements of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; and, the Jobs for Veterans Act of 2003 (JVA). Pursuant to these requirements, our suppliers, contractors and subcontractors are obligated to take affirmative action and to provide equal employment opportunity to applicants and employees, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Those obligations include compliance with one or more of the following:

- **Equal Opportunity Clause.** Suppliers and subcontractors with contracts exceeding \$10,000 (Executive Order 11246/Section 503), or \$100,000 (VEVRAA/JVA) in any 12-month period are required to include the Equal Opportunity Clause in each of its nonexempt contracts.
- **VETS-100A Report.** Suppliers and subcontractors with contracts of \$100,000 or more in any 12-month period entered into or modified on or after December 1, 2003 are required to complete and file on an annual basis a VETS-100A report with the U.S. Department of Labor, Office of Veterans' Employment and Training.
- **EEO-1 Report.** Suppliers or subcontractors with 50 or more employees, and contracts, subcontracts or purchase orders amounting to \$50,000 or more, must file an EEO-1 Report (Standard Form 100) on an annual basis with EEOC's EEO-1 Joint Reporting Committee.

**Affirmative Action Plan.** Suppliers, service contractors and subcontractors with 50 or more employees and at least one covered contract for \$50,000 or more (Executive Order 11246 / Section 503), or 50 or more employees and a covered contract for \$100,000 or more (VEVRAA/JVA), are required to prepare a written Affirmative Action Plan for each of its covered establishments.

Any questions regarding this compliance matter should be addressed to [contracts@peopletec.com](mailto:contracts@peopletec.com).

Sincerely,

Marsha H. Latham  
Director of Legal Compliance