



**ADVANCED INDUSTRIAL SERVICES, INC.**  
**AIS GRAPHIC SERVICES, INC.**  
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### **REHABILITATION ACT OF 1973 and AMERICANS WITH DISABILITIES ACT as AMENDED**

Advanced Industrial Services, Inc. ("AIS") is subject to Section 503 of the Rehabilitation Act of 1973, which requires us to take affirmative action to employ and advance in employment qualified disabled individuals. If you have such a disability and would like to be considered under the affirmative action program, please contact Crystal Gallagher, Human Resources Manager. Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment.

Information obtained concerning individuals shall be kept confidential, except that:

- a) Supervisors and department heads may be informed regarding restrictions on the work or duties of disabled individuals, and regarding necessary accommodations.
- b) First-aid and safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment.
- c) Government officials investigating compliance with the Act shall be informed.

If you are disabled, we would like to include you under the Affirmative Action Program. Please feel free to contact Human Resources Manager for additional information pertinent to the program.

AIS is fully committed to both the letter and spirit of the Americans with Disabilities Act and the Americans with Disabilities Act as Amended. The estimated 43 million disabled Americans make up a talented, dedicated pool of potential employees that could make a very significant contribution to the success of our organization. As such, this company intends to make every effort to reasonably accommodate disabled applicants and employees, to enable them to perform the essential functions of jobs within the organization. In some situations, reasonable accommodations may not be possible or will pose an undue hardship to the Company. However, in most cases, reasonable accommodation can be done simply and relatively inexpensively.

Some forms of reasonable accommodation may have an effect on the jobs of non-disabled employees. For instance, it is possible that marginal functions of one job may be re-distributed among other employees in a department. Reasonable accommodation may also mean modified or part-time work schedules for the disabled individual. In certain cases, where no other reasonable accommodation appears possible, a disabled individual may be reassigned to a vacant position, or you may be asked to voluntarily trade jobs. As an organization, we want to make every effort to enable qualified, disabled persons to contribute their talents that will help make us all more successful. We need your understanding and support in this effort. Thank you for your cooperation!

### **INVITATION TO EMPLOYEES TO SELF-IDENTIFY PHYSICAL AND MENTAL DISABILITIES**

Any employee who is disabled and in need of reasonable accommodation, may voluntarily inform the Human Resources Manager, of any physical or mental disability, and request reasonable accommodation. The employee is free to suggest methods of reasonable accommodation, though the decision of which accommodation to adopt will be determined by the Company. This information is confidential and will only be used to evaluate the essential functions of the job in a safe and efficient manner, and emergency medical treatment. Refusal to volunteer this information will not subject an employee to any adverse treatment or penalty.

Any employee who believes that he or she is having difficulty in continuing to meet the performance requirements of the job due to a physical or mental disability, is encouraged to advise the Human Resources Manager, regarding the nature of the disability, the work limitations experienced due to the disability, and any suggested reasonable accommodation.

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