



April 1, 2022

To All Recruiting Sources Who Provide Applicants to The RF:

The Research Foundation for The State University of New York (the “RF”) has always subscribed to and applied a complete policy of nondiscrimination in employment practices and in all dealings with employees. We know your organization is as anxious as we are to cooperate and comply with the intent of fair employment practices, and to employ persons based only on their ability to perform the job.

The RF has established a policy of affirmative action for qualified persons as required by Executive Order 11246 as amended, Section 503 of the Rehabilitation Act of 1973 as amended and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended, the 2002 Jobs for Veterans Act (JVA) as amended, and their implementing regulations at 41 CFR Part 60. We intend to take such affirmative action to employ and advance in employment qualified individuals, regardless of their race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.

Further, The RF will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

The RF accepts referrals only when we have job openings. Please do not refer candidates or resumes to us just to find out if we have an interest. Instead, please call to find out if we have a specific opening and what the minimum required qualifications are.

We ask that you assist us in our application of this policy by referring to this facility qualified applicants for which we have job openings. When we have openings in our affirmative action goal areas, we will specifically identify those goals and ask for your extra outreach, on our behalf to qualified female, minority, disabled and veteran candidates. We expect our recruiting sources to comply with all procedural and recordkeeping requirements of applicable OFCCP regulations,

including: those defining an "Internet Applicant" (41 CFR 60-1.3); Equal Employment Opportunity (E.O. 11246); Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Special Disabled Veterans, Veterans of the Vietnam Era, Disabled Veterans, Recently Separated Veterans, Active Duty Wartime or Campaign Badge Veterans, and Armed Forces Service Medal Veterans (41 CFR Part 60-300); and Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Individuals With Disabilities (41 CFR Part 60-741).

For all openings for which you refer candidates, we request that you send us a referral notice which identifies the position, candidate's name, race, sex, veteran status and status as an individual with disabilities to help us with our required record keeping requirements.

We look forward to working with you and receiving your future candidate referrals when we have open positions.

Sincerely,

A handwritten signature in cursive script, reading "Bryan D. Preston", is written over a solid horizontal line.

Bryan Preston
HR Manager