

## **Letter to Subcontractors / Vendors / Suppliers**

RE: Sauer Mechanical, LLC Compliance with Federal Equal Employment and Affirmative Action Laws

Sauer Mechanical, LLC is an equal employment opportunity employer. Sauer Mechanical, LLC is committed to preventing discrimination against any applicant or employee on the basis of race, color, religion, national origin, gender, disability, veteran status, sexual orientation, gender identity, or any other status protected under state or federal law.

Sauer Mechanical, LLC complies with all applicable requirements contained in the federal affirmative action laws and their supporting regulations. The affirmative action laws note here include the Vietnam Era Veterans' Readjustment Assistance Act and Section 503 of the Rehabilitation Act of 1973. Sauer Mechanical, LLC has developed written affirmative action plans and makes outreach efforts to recruit and employ individuals with disabilities and the classes of veterans protected under the federal affirmative action regulations.

The purpose of this letter is to notify you that, as a subcontractor, vendor, and or supplier to Sauer Mechanical, LLC, your organization may be required to comply with the affirmative action laws and regulations noted above, including the requirement to develop written affirmative action plans. Information regarding the requirements under the aforementioned federal affirmative action laws can be found in 41 CFR Part 60-300 and 41 CFR Part 60-741 .

We encourage your organization to make efforts to prevent discrimination against the classes noted above and to assist Sauer Mechanical, LLC in meeting its equal employment opportunity and affirmative action obligations. Should you have any questions regarding the information in this letter, please feel free to contact me.

Sincerely,



Tim Steitz  
Vice President, Human Resources & EEO Officer