

**PRE-OFFER  
VOLUNTARY SELF IDENTIFICATION FORM**

As a Government Contractor, subject to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, DEDHAM INSTITUTION FOR SAVINGS ("the Bank") takes affirmative action to actively recruit, employ and advance in employment qualified minorities, females, qualified disabled individuals, Armed Forces service medal veterans, recently separated veterans, qualified disabled veterans and other protected veterans.

The information on this form helps us comply with Federal and State Equal Employment Opportunity requirements and our Affirmative Action Program. Note that the completion of this form is voluntary on your part. Completed forms will be maintained in a file separate from employment applications and will not be used to discriminate against or show preference for any applicant. Dedham Institution for Savings will keep such information confidential, except that government officials investigating the Bank for affirmative action compliance may be informed.

If you choose to provide us with this information, you may do so at this time or at any time in the future.

Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Sex:     Male     Female

Please specify your Race/Ethnic classification by first indicating whether you consider yourself to be Hispanic or Latino:

Hispanic or Latino     Yes     No

If you are not Hispanic or Latino, please check one or more of the following racial categories:

- American Indian/Alaskan Native (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- White (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Two or more races (Not Hispanic or Latino)

For information regarding the definitions of the foregoing racial/ethnicity categories, please see the attached sheet or contact the Bank's Human Resources Department.

Are you an Armed Forces service medal veteran?     Yes     No

Are you an "other protected veteran?"     Yes     No

Are you a recently separated veteran?     Yes     No

If you wish to review Dedham Institution for Savings' Affirmative Action Plan for disabled individuals, disabled veterans, recently separated veterans, Armed Forces Service Medal veterans, and other protected veterans, you may make arrangements with Jean Tennihan at (781) 320-1464.

For information regarding definitions of any of the terms above, see the attached sheet or contact the Bank's Human Resources Department.

## **RACE/ETHNIC IDENTIFICATION**

Race/Ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of record-keeping, an employee may be included in the group to which she/he appears to belong, identifies with, or is regarded in the community as belonging.

The following **race/ethnic groups** are recognized by the EEOC for reporting purposes:

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| <b>HISPANIC OR LATINO</b>                        | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  |
| <b>ASIAN</b>                                     | (Not Hispanic or Latino) -- All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam  |
| <b>WHITE</b>                                     | (Not Hispanic or Latino) -- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.   |
| <b>BLACK OR AFRICAN AMERICAN</b>                 | (Not Hispanic or Latino) -- All persons having origins in any of the Black racial groups of Africa.  |
| <b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</b> | (Not Hispanic or Latino) -- All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.   |
| <b>AMERICAN INDIAN OR ALASKAN NATIVE</b>         | (Not Hispanic or Latino) -- All persons having origins in any of the original peoples of North and South America (including Central America) and who maintain cultural identification through tribal affiliation or community recognition.   |
| <b>TWO OR MORE RACES</b>                         | (Not Hispanic or Latino) -- All persons who identify with more than one of the above five races  |
| <b>ARMED FORCES SERVICE MEDAL VETERAN</b>        | Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. If you have a question about whether you meet this definition, please see human resources.   |
| <b>RECENTLY SEPARATED VETERAN</b>                | Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.   |
| <b>OTHER PROTECTED VETERAN</b>                   | A person who served on active duty in the U.S. military, ground, naval or air services during a war or in a campaign or expedition for which a campaign badge has been authorized. If you have a question about whether you meet this definition, please see human resources.  |
| <b>DISABLED VETERAN</b>                          | A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs, or a person who was discharged or released from active duty because of a service-connected disability.                                      |
| <b>DISABLED</b>                                  | A disabled individual is defined as any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment, or is regarded as having an impairment. ("Life activities" are those which affect employability, "substantially limits" means the degree that the impairment affects employability.) |