

AFFIRMATIVE ACTION REPORTS (9-93)

(a) Definitions. (1) "Minorities" means Blacks, American Indians (including Alaskan Natives), Asians (including Pacific Islanders), and Hispanic (including persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin or culture regardless of race).

(2) "Persons with disabilities" means persons who (i) have a physical or mental impairment that substantially limits one or more of their major life activities, (ii) have a record of such impairment, or (iii) are regarded as having such an impairment. ("Major life activities" include caring for oneself, walking, seeing, hearing, speaking, and working.)

(b) Required Reports. (1) Monthly Reports. By the tenth day of each month the Seller shall provide to the Company's subcontract administrator a written report (with data for each job classification separately shown) identifying for the previous month (i) the total number of candidates offered for the Company's leasing consideration, (ii) the total number candidates accepted by the Company, (iii) the number of minorities offered, (iv) the number of minorities accepted, (v) the number of women offered, and (vi) the number of women accepted.

(2) Quartely Reports. By January 10, April 10, July 10, and October 10 the Seller shall also submit to the subcontract administrator a written report explaining for the previous calendar quarter (i) the efforts made by the Seller to provide a diverse mix of candidates (including minorities, women, and persons with disabilities) for the Company's leasing consideration, and (ii) accommodations made by the Seller for persons with disabilities.