

Invitation to voluntarily self-identify

It is the firm's policy to provide equal employment opportunity for all employees without regard to race, creed, color, age, marital status, citizenship status, religion, disability, sex, pregnancy, national origin, gender identity or sexual orientation. This policy applies to all phases of employment opportunity including, but not limited to: recruitment, hiring, placement, upgrading, promotion, demotion, transfer, termination, compensation, training and use of facilities. Further, it is the policy within the respective offices of the firm to comply with any and all applicable state or local laws or governmental regulations concerning non-discrimination, including those which may be imposed with respect to any particular office or offices of the firm by reason of legal services provided to public entities by or through such office or offices.

Federal law requires that the firm keep records and file an annual EEO-1 report providing certain demographic information about our employees. Frequently we are asked to respond to current and potential client requests and third party surveys relating to our firm's diversity which may include information on gender, ethnicity and/or sexual orientation. This information on occasion may also include disclosures on an individual identifiable basis.

We are giving you an opportunity to voluntarily complete this survey and self-identify with the revised race/ethnicity categories listed below so that we may accurately report the demographic makeup of our employees. The race and ethnicity categories listed below are those now used by the U.S. Bureau of Census and the EEOC and are the only options currently available for federal reporting purposes.

Submission of any of this information is completely voluntary and refusal to provide it will not subject you to any adverse treatment. If you choose not to self-identify your race/ethnicity, please select the "Decline to self-report" option on this form. Please note that if you choose not to self-identify your race/ethnicity at this time, we will have to use employment records or observer identification.

Information you submit will not be used for making any employment decisions and will not affect the terms and conditions of your employment in any way. The information obtained will be treated in a confidential manner and used only in a manner consistent with law.

I identify myself as:

Gender: ☐ Male ☐ Female

Race/ethnicity: Please choose as many responses as apply.

- ☐ **White (not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - ☐ **Black or African American (not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
 - ☐ **Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - ☐ **Asian (not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - ☐ **American Indian or Alaska Native (not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
 - ☐ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
 - ☐ **Decline** to self-report my race and/or ethnicity
 - ☐ **Openly Gay/Lesbian** - This is not an EEO category, it is not required, and it is not reported on the EEO form. This information will be used to respond to client requests and third party surveys.
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Print name

Signature

Date