



Self Identification: Inviting Disability Status Self-ID

Voluntary Survey Launching Soon

We will soon be conducting a survey to invite employees to self-identify disability status. As part of our commitment to creating and protecting an inclusive workplace, this survey will help us better understand the needs of our employees and ensure we are providing the necessary accommodations they might need. This handout is a reference for your own understanding and to equip you to be able to help encourage your team to participate.

Why This Survey?

1. **Legal Requirement for Federal Contractors:** we are required to collect this data every five years to comply with federal regulations.
2. **Identify Employee Needs and Improve Accessibility:** The insights from this data helps us identify where we can improve accessibility and protect a supportive work environment.
3. **Inform Our Strategy so Decisions are Based on Real Data:** This data helps us better plan future programs and policies, ensuring they are relevant to the needs of our employees.

Encouraging Participation

This survey is voluntary, and employees have the right to choose for themselves whether to disclose their disability. But we encourage you to participate for these important reasons:

- **Confidential:** all responses will be kept confidential and will only be used for data collection purposes to improve our workplace.
- **Your voice is important:** employee input is vital for enhancing our culture and guiding the company to make the accommodations needed by our employees.
- **Contribute to help others:** your honesty helps us build an inclusive and supportive culture for all.

BENEFITS OF SELF-DISCLOSURE

A more inclusive and effective workplace benefits employees and the company as a whole.

Increased access to accommodations.

With better knowledge of needs, more of the right kind of accommodations can be made available (and research shows many are inexpensive or no cost to the company to implement)

Higher job satisfaction and improved retention rates.

Enhanced productivity and innovation.

Positive workplace culture.



Why Voluntary Self-Identification is a Good Thing

Watch here: [▶ Disability Inclusion Starts With You](#)

FAQs

1. Why am I being asked to fill out this form/survey? HII is a federal contractor and required to maintain and analyze data on the race, ethnicity, veteran, and disability status of employees in compliance with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) (as amended), and Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended). To do this, we must ask applicants and employees if they have a disability or have ever had one. Disability status can change, so we need to ask this question at least every five years.

2. Do I have to self-identify again if I've already done so before? Even if you have self-identified your information previously, either as an applicant or as an employee, please take a moment to update your information as necessary. Doing so ensures that we have the most up-to-date and accurate information.

3. What does HII do with this information? HII collects the information for use in mandatory federal reporting, including the company's Affirmative Action Plan. We also use the information to determine, on an aggregate basis, information about HII's diversity and where we can augment efforts to recruit and retain a diverse workforce.

4. Who will have access to this information? The information you provide can be accessed only by individuals within Human Resources, EEO and a limited number of other offices where job duties require use of the information. This information is not released except as necessary to fulfill legitimate company objectives.

5. What is considered a "disability"? You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity or if you have a history or record of such an impairment or medical condition. This includes both disabilities that may be apparent to others (such as a condition requiring the use of a wheelchair or other assistive device) and "hidden" disabilities (such as major depression, diabetes, or epilepsy).

6. How do you know if you have a disability? If you have or have ever had such a condition, you are a person with a disability. Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Crohn's Disease, irritable bowel syndrome
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

7. I am concerned about others knowing if I have a disability. Do I have to disclose this? You are not required to disclose information about your disability. Please be assured, however, that if you do disclose this information, your information will be kept confidential and will not be shared with your supervisor, manager, or others within your department. Additionally, no one at the company can treat you adversely or take any action against you for having a disability. Instead, this information will help us measure our efforts at hiring and providing equal opportunity to qualified individuals. Completing this form is voluntary, but we hope that you will choose to fill it out.

8. My disability doesn't really affect my work. Can I still report it? Yes. As long as your disability affects any major life activity, you still may report it.

9. What if I need to update my disability status? Because a person may become disabled at any time, you may submit an updated form as needed.

10. Why is the survey asking about veteran status? Federal contractors are required to take affirmative steps to recruit and hire protected veterans. In 2014, the federal government instituted new requirements that include a periodic resurvey of employees' veteran status.

11. How do you know if you are a veteran protected by VEVRAA? Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War, which is defined as occurring from August 2, 1990 to the present.

12. What are the categories for "protected" veterans? Why don't other veterans count for purposes of the survey? "Protected" veterans include the following categories:

- a. A **"disabled veteran"** is one of the following:
 - a. 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
 - b. a person who was discharged or released from active duty because of a service-connected disability.
- b. A **"recently separated veteran"** means 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.
- c. An **"active duty wartime or campaign badge veteran"** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

The statute and regulation define "active duty wartime" veteran as a veteran who served on active duty during a war. VEVRAA defines "period of war" as including World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War, which is defined as August 2, 1990, to the present. Therefore, a veteran who served on active duty during any of those periods (and was not dishonorably discharged) is an "active duty wartime" veteran under VEVRAA.

- d. An **"Armed forces service medal veteran"** means a 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.