

SIGNAL MOUNTAIN LODGE

INVITATION TO EMPLOYEES AND APPLICANTS

Signal Mountain Lodge is a government contractor subject to the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, and Section 503 of the Rehabilitation Act of 1973 (the "Acts"). These legislative acts require government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities and special disabled veterans, veterans of the Vietnam Era, recently separated veterans and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized (collectively, "covered veterans"). If you have a disability or are a covered veteran and would like to be considered under the Affirmative Action Program, please tell us. If you are an applicant, you should not tell us that you are an individual with a disability or a special disabled veteran until after you have received an offer unless you need special accommodations to apply for the job. The information will assist us in placing you in an appropriate position and in making accommodations for your disability. Signal Mountain Lodge will make reasonable accommodation for disabilities of applicants and employees unless to do so would impose a hardship on the conduct of the Company's business. Submission of the information is voluntary and refusal to provide it will not subject you to adverse treatment. If you do not desire to benefit from the program now, but change your mind in the future, feel free to tell us at that time. Information you submit shall be kept confidential, except that:

1. Supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and special disabled veterans, and regarding necessary accommodations;
2. First-aid and safety personnel may be informed when and to the extent appropriate, if the disability might require emergency treatment; and
3. Government officials investigating compliance with the Acts or the Americans with Disabilities Act may be informed.

In order to ensure proper placement of all applicants and employees, we ask that you tell us about the following (items 1 and 2 below apply only to employees and those applicants who have already received an offer):

1. Any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind;
2. The accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain non-essential duties relating to the job, provision of personal assistance services or other accommodations; and
3. Any special accommodations you need to be able to apply for the job.

Any information provided will be used only in ways consistent with the Acts.

Any employee or applicant can make an appointment to review Signal Mountain Lodge's Affirmative Action Program during normal business hours, Monday through Friday, by contacting the Company's Affirmative Action Officer, Ms. Kelcy Fowler 307-543-2831, ext. 203.

Signal Mountain Lodge has developed an internal procedure to consider complaints of individuals covered by this plan. Persons who believe that they have been subject to discrimination should contact Ms. Fowler at the above-mentioned number. She will ensure that the complaint is investigated and that a prompt response is provided.

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January 1, 2008