**Last updated:** DATE

**Next update:** DATE

**EEO Officer:** NAME AND CONTACT INFORMATION

**Definitions**

*Disability****:*** A physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

*Major life activities:*Includes but is not limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

*Reasonable accommodation:*A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the position.The term encompasses modifications or adjustments to the job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires.

*Undue hardship:*Significant difficulty or expense incurred by THE CONTRACTOR.

*Essential functions of the job:*The fundamental job duties of the employment position the individual with a disability holds or desires.

**Policy**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require THE CONTRACTOR and each of its subcontractors and vendors to not discriminate against employees and applicants for employment with disabilities. THE CONTRACTOR is also required to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential functions of the job, unless doing so would cause a direct threat to workplace safety.

It is the policy of THE CONTRACTOR to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is THE CONTRACTOR’s policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

**Reasonable Accommodation Request Procedure**

Employees or applicants with disabilities may request a reasonable accommodation of THE CONTRACTOR regardless of title, salary, or employment status by contacting the hiring supervisor, equal employment officer or human resources designee. Employees and applicants for employment are responsible for requesting an accommodation under this policy.

An individual with a disability may request a reasonable accommodation at any time during the application process or during the individual’s period of employment. All accommodation requests shall be treated as a priority and processed expeditiously, ensuring confidentiality throughout the interactive process.

The interactive process begins when an employee or applicant for employment discloses a disability or health condition and requests an accommodation with a supervisor, equal opportunity officer or human resources designee. The interactive process is used to determine what, if any, accommodation should be provided. This means that the individual requesting the accommodation and the Designated Staff must communicate regarding the request, the precise nature of the problem that is generating the request, how a disability is prompting a need for an accommodation, and alternative accommodations that may be effective in meeting an individual’s needs.

A request for a reasonable accommodation shall be considered on a case by case basis. THE CONTRACTOR’s Designated Staff will contact the individual requesting the modification within xx business days after the request is made (even if the request is initially made to someone else) to begin discussing the accommodation requested.

In some instances, staff may need to get information to determine if an individual’s impairment is a “disability” or to determine what would be an effective modification. Such information may not be necessary if an effective modification is obvious or if the disability is already known (e.g., the requestor previously asked for a modification).

Communication is a priority throughout the entire process, but particularly where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are considering different forms of accommodations. Both the individual making the request and the decision maker should work together to identify effective modifications.

Designated Staff may need to consult with Human Resources to obtain information necessary to make a determination about the request. Any delays by program personnel may result in the company failing to provide equal or meaningful access.

THE CONTRACTOR will maintain a log of all accommodation services requested.

Applicants for employment or existing employees who are currently using illegal drugs are excluded from coverage under this ADA/ADAAA policy.

**Determination**

The determination will be provided to the employee or applicant for employment in writing and shall state the accommodation(s) granted or the specific reasons for the denial. The written notice of denial shall also inform the individual that the individual has the right to file a discrimination complaint.

DEPARTMENT/PERSON is responsible for implementing this policy, including the determination of reasonable accommodation requests.

Company Official Signature Date