

# Employee Accommodation Policy

## 1. Introduction

At [Company Name], we are committed to fostering an inclusive and diverse workplace that values and supports all employees. This Employee Accommodation Policy outlines our approach to providing reasonable accommodations for employees with disabilities, medical conditions, or other needs that may affect their ability to perform their job duties effectively.

### 1.1 Purpose

The purpose of this policy is to ensure that all employees have equal opportunities to contribute and succeed in their roles, regardless of their individual circumstances. We aim to create a supportive environment that promotes dignity, respect, and equal treatment for all.

### 1.2 Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract workers, across all departments and levels of the organization.

## 2. Legal Framework

Our Employee Accommodation Policy is designed to comply with and exceed the requirements set forth by relevant laws and regulations, including but not limited to:

- The Americans with Disabilities Act (ADA) of 1990 and its amendments
- The Rehabilitation Act of 1973
- The Pregnancy Discrimination Act
- State and local anti-discrimination laws

We are committed to staying up-to-date with any changes in legislation and adjusting our policy accordingly to ensure ongoing compliance and best practices.

## **3. Definition of Reasonable Accommodation**

A reasonable accommodation is any change or adjustment to a job, work environment, or the way things are usually done that enables an individual with a disability or other need to perform the essential functions of their job and enjoy equal employment opportunities.

### **3.1 Types of Accommodations**

Accommodations may include, but are not limited to:

- Modifications to work schedules or hours
- Provision of assistive technology or equipment
- Adjustments to workspaces or facilities
- Changes in communication methods
- Reassignment of non-essential job duties
- Temporary or permanent transfers to a different position
- Remote work arrangements
- Provision of interpreters or readers
- Modifications to company policies or procedures

## **4. Accommodation Request Process**

### **4.1 Initiating a Request**

Employees who require an accommodation should follow these steps:

1. Notify their immediate supervisor or the Human Resources department of the need for an accommodation.

2. Complete the Accommodation Request Form (available from HR or on the company intranet).
3. Provide any necessary medical documentation or other relevant information to support the request.

## **4.2 Interactive Process**

Upon receiving an accommodation request, the company will engage in an interactive process with the employee to:

- Discuss the nature of the limitation and how it affects job performance
- Identify potential accommodations
- Assess the effectiveness of each option
- Determine the most appropriate accommodation that does not cause undue hardship to the company

## **4.3 Decision and Implementation**

The HR department, in consultation with the employee's supervisor and relevant stakeholders, will make a decision regarding the accommodation request. The decision will be communicated to the employee in writing, including details of the approved accommodation or reasons for denial.

If approved, the accommodation will be implemented as quickly as possible. The HR department will work with the employee and their supervisor to ensure a smooth transition and provide any necessary training or support.

## **5. Confidentiality**

All information related to accommodation requests, including medical documentation and details of the accommodation, will be kept strictly confidential. This information will only be shared on a need-to-know basis with individuals directly involved in the accommodation process.

## **6. Undue Hardship**

While we strive to accommodate all reasonable requests, we may deny an accommodation if it would cause undue hardship to the company. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the company's size, financial resources, and the nature and structure of its operation.

## **6.1 Factors Considered**

In determining whether an accommodation would cause undue hardship, we consider:

- The nature and cost of the accommodation
- The overall financial resources of the company and the impact on expenses and resources
- The impact on the operation of the facility, including the impact on other employees and the ability to conduct business

## **7. Temporary Disabilities and Pregnancy**

We recognize that employees may require accommodations for temporary disabilities or pregnancy-related conditions. The same process and considerations apply to these situations as to permanent disabilities.

## **8. Training and Awareness**

To ensure the effective implementation of this policy, we will:

- Provide regular training to all employees on disability awareness and accommodation procedures
- Include information about our accommodation policy in new employee orientation
- Conduct periodic refresher training for managers and supervisors on their responsibilities under this policy

## **9. Monitoring and Review**

The effectiveness of this policy will be monitored on an ongoing basis. We will:

- Collect and analyze data on accommodation requests and outcomes
- Seek feedback from employees who have requested accommodations
- Conduct annual reviews of the policy and procedures to ensure they remain up-to-date and effective

## 10. Appeals Process

If an employee believes their accommodation request has been unfairly denied or the provided accommodation is ineffective, they may appeal the decision. The appeals process is as follows:

1. Submit a written appeal to the HR department within 10 business days of receiving the decision
2. Provide any additional information or documentation to support the appeal
3. The appeal will be reviewed by a designated committee, which may include representatives from HR, legal, and senior management
4. A final decision will be communicated to the employee in writing within 15 business days of receiving the appeal

## 11. Non-Retaliation

[Company Name] strictly prohibits retaliation against any employee for requesting an accommodation, participating in the accommodation process, or raising concerns about potential violations of this policy. Any employee found to have engaged in retaliatory behavior will be subject to disciplinary action, up to and including termination of employment.

## 12. Resources and Support

We are committed to providing ongoing support to employees with accommodations. This includes:

- Regular check-ins to ensure the accommodation remains effective

- Access to Employee Resource Groups (ERGs) focused on disability inclusion
- Information on external resources and support services
- A dedicated accommodation specialist within the HR department to address questions and concerns

## 13. Conclusion

[Company Name] is dedicated to creating an inclusive workplace where all employees can thrive. This Employee Accommodation Policy reflects our commitment to supporting the diverse needs of our workforce and ensuring equal opportunities for all. We encourage open communication and collaboration in implementing this policy and welcome feedback for continuous improvement.

For any questions or concerns regarding this policy, please contact the Human Resources department.

Last updated: [Current Date]

Approved by: [Name and Title of Approving Authority]