Accommodating Individuals with Disabilities: Standard Policy

In all hiring and employment practices, EMPLOYER makes every effort to ensure that it does not discriminate against qualified individuals who have a disability. In carrying out this commitment, EMPLOYER follows the terms of the general policy outlined below when making reasonable accommodations for qualified individuals with a disability.

General Nondiscrimination Pledge. EMPLOYER prohibits any and all discrimination against a qualified individual with a disability. This includes, but is not limited to, discrimination with respect to hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment. The Vice President of Operations, the Vice President of Human Resources, and the Vice President of Finance are responsible for implementing this policy.

Terms used in this policy have the following general meanings: (1) Disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual; (2) A disabled individual is a person who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment; (3) A qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or has applied for.

EMPLOYER also prohibits any discrimination against an employee because the worker has a family member with a disability. In general, benefits are made available to employees on an equal basis without regard to whether any individual has a disability.

Reasonable Accommodation. EMPLOYER seeks reasonable accommodations for qualified individuals with disabilities that do not result in undue hardship on its business operations. Examples of some of the factors to be considered in determining whether a proposed accommodation creates an undue hardship are: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is necessary; (3) the number of persons employed at that facility; and (4) the overall financial resources of EMPLOYER. Other factors also can have a bearing on whether an accommodation would create an undue hardship.

Essential Job Functions. For each position in every department, the department manager and Director of Human Resources must identify the essential functions of the position and prepare a job description that lists these essential functions. The Human Resource Department is responsible for keeping these job descriptions up-to-date and accessible.

Safety Issues. All employees must comply with safety rules at all times. EMPLOYER makes every effort to place applicants and employees in positions for which they are qualified. However, employees and job applicants are not placed in positions where, with or without a reasonable accommodation, they would create a direct threat to the safety or health of themselves or others. The determination that an individual poses a direct safety or health threat must be confirmed by an opinion in writing from a physician or other appropriate professional.

Drugs and Alcohol. All employees are expected to comply at all times with EMPLOYER's policy regarding the use of drugs and alcohol. For example, all employees are expected to cooperate with any drug testing requirements or requests made in accordance with that policy. EMPLOYER reasonably accommodates individuals who are recovering from chemical or alcohol dependency.

Open Door Policy. Any applicant or employee who believes that there has been a violation of EMPLOYER's policy or any applicable law relating to accommodating a person with a disability should immediately contact the Human Resource Department. All complaints are promptly investigated. All individuals are expected to cooperate with an investigation. The information obtained in the course of an investigation is held in confidence and is only disclosed to individuals who have a need for the information.