

Religious, Disability and Lactation Accommodations

Policy

In compliance with all federal, state, and local laws and to support our employees in their efforts to perform their essential job functions, the Company will provide necessary religious and disability accommodations, as described below.

1. Religious Accommodations

The Company will provide reasonable accommodations for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and a reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company.

Procedure

The Company has developed an accommodation process to assist employees and management. Through this process, the Company established a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodations for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

- Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and his or her request for accommodation to the attention of the Human Resources and Facilities Management Division to initiate the accommodation process.
- Accommodation requests should be made in writing as far in advance as possible.

2. Disability Accommodations

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Procedure

- Any employee who requires an accommodation to perform the essential functions of his or her job and/or obtain equal job benefits should contact the Human Resources and Facilities Management Division to request such an accommodation. The employee who believes he or she needs an accommodation must specify, preferably in writing, what barriers or limitations prompted the request.

- The Human Resources and Facilities Management Division will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. The Company will evaluate information obtained from the employee, and possibly his or her health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations
- In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform his or her essential job functions.
- If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or others, the Company will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective.
- Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to a Human Resources representative regarding a proposed accommodation.

The Company will engage in good faith in a dialogue (written or oral) concerning an employee's accommodation needs and potential accommodations for those needs. The Company will engage in this cooperative dialogue within a reasonable time after an employee requests an accommodation or the Company becomes aware of the possible need for an accommodation. At the conclusion of the dialogue, the Company will provide the employee with a written final determination identifying any accommodation granted or denied. The Company will engage (or attempt to engage) in this cooperative dialogue before ever reaching the conclusion that a reasonable accommodation cannot be found.

3. Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. Generally, a reasonable amount of break time for purposes of this policy will be at least 20 minutes in every three-hour period, if requested by the employee. The Company will provide this break time for up to three years following the birth of a child.

Procedure

- Nursing mothers can elect to take time to express breast milk during their regularly scheduled meal and rest breaks. If the break time cannot run concurrently with the meal and rest breaks already provided to the employee, the break time will be unpaid for S-band employees. Where additional breaks are required, employees should work with their authorized manager and/or a Human Resources and Facilities Management Division representative regarding scheduling. An S-band employee can elect to work before or after her normal shift to make up the amount of time used during unpaid break time for expression of breast milk, so long as the additional time requested falls within the Company's normal work hours.
- Employees are required to provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work. The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, in close proximity to their work area, for the employee to express breast milk. Employees should discuss with a Human Resources and Facilities Management Division representative the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.
- The Company will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.