

# DISABILITY ACCOMMODATION (ADA)

## Purpose

The *Americans with Disabilities Act* (ADA) and the *ADAAA* (The ADA Amendments Act) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of LifeROOTS Inc. (LifeROOTS) to comply with all Federal and state laws concerning the employment of persons with disabilities. LifeROOTS particularly encourages applications submitted by individuals with disabilities in the fulfillment of its mission.

## Eligibility

All Employees and applicants

## Related Policies

- Equal Employment Opportunity
- Bullying and Harassment
- Commitment to Diversity

## Definitions

- **Disability** - a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual, who has such impairment, or is regarded as an “individual with a disability.”
- **Major Life Activities** — include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of a major bodily function. (“Major Bodily Functions” including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.)
- **Direct Threat to Safety** - a significant risk to the health or safety of others that cannot be (improved) eliminated by reasonable accommodation.
- **Qualified Individual with a Disability** - an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- **Reasonable Accommodation** - making existing facilities readily accessible to and usable by individuals with disabilities: examples include but are not limited to job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- **Undue Hardship** - means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include:
  - The nature and cost of the accommodation.

- The overall financial resources of the facility at the time when the reasonable accommodation is required.
- The number of people employed at that facility.
- The impact of the related expenses and resources on the overall operations of the facility.
- The overall financial resources of LifeROOTS.
- The overall number of employees and facilities; and
- The operations of LifeROOTS. These are not all of the factors but merely examples.

LifeROOTS is committed to the fair and equal employment of individuals with disabilities under the Americans with Disability Act (ADA). It is LifeROOTS' policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation imposes an undue hardship on the company. LifeROOTS prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodation is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be improved or eliminated by reasonable accommodation, may not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave or reassigned until an organizational decision has been made regarding the employee's immediate employment situation.

Federal law provides that any medical information obtained concerning an individual's impairment is confidential and cannot be disclosed except to the employee's direct supervisor, manager or director in connection with work restrictions or a necessary accommodation, to first aid or safety personnel or to Human Resources personnel.

Coworkers of a disabled employee who is receiving a form of reasonable accommodation may only be told that a particular job modification has been made in order to comply with federal law, which prohibits LifeROOTS from making any further disclosure.

It is the policy of LifeROOTS to prohibit harassment or discrimination based on disability or because an employee has requested reasonable accommodation. LifeROOTS prohibits retaliation

against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.