



Milestone

1.4 Religious Accommodation

Purpose: The Company respects the religious beliefs and practices of all employees and applicants and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the business.

Scope: This policy applies to all employees and applicants.

Process: An employee whose religious beliefs or practices conflict with their job, work schedule, or with the Company's policy or practice on dress and personal appearance, or with other aspects of employment should contact Human Resources regarding their need for an accommodation. The Company will then engage in discussions with the employee to understand the need for such accommodation and determine whether an accommodation is available.

An accommodation may be considered an undue hardship if it requires significant difficulty or expense, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, or requires other employees to carry a disproportionate share of potentially hazardous or burdensome work.

Confidentiality and Non-Retaliation: All requests for religious accommodation will be treated confidentially to the extent possible. Information about the request will be shared only with those who need to know in order to process the request.

The Company prohibits retaliation against employees or job applicants who request or receive a religious accommodation. An employee who believes they have been subjected to retaliation should report the matter to HR immediately.

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