

## 1.3 Americans with Disabilities

**Purpose** -The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and employees with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the Company's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Company's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

**Procedures** - Employees who believe they have a mental or physical disability and require reasonable accommodation to perform the essential functions of their job should contact Human Resources with any questions or requests for accommodation. The Company will then engage in an interactive dialog with the individual employee to verify the existence of a disability covered under applicable law, identify possible accommodations, and determine which accommodations the Company can and will reasonably provide under the specific circumstances.

All employees are required to comply with the company's safety standards. Employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until a decision has been made regarding the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.