



## *Policy Memo*

*Reference:*

## ***Reasonable Accommodation Policy***

*Date of Issue:* January 2015

*Effective Date:* January 29, 2015

*Issued By:* Human Resources

*Approved By:* **Don Scherzer,**  
**CEO**

## **SPICER GROUP REASONABLE ACCOMMODATION POLICY**

### **Disability Accommodation**

The Company complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform the Company that they have a physical or mental disability, which requires accommodation in order for them to perform the essential functions of their jobs should inform Human Resources and their supervisor of this so that we can together discuss what accommodations are available and appropriate.

### **Religious Accommodation**

Spicer Group is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from Spicer Group's dress code, schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Accommodations may include but are not limited to changes in current job conditions, a change in position, an exception to the dress code, paid/unpaid leave time, etc. The Company will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

### **Procedure for reasonable accommodation requests:**

- Employee advises Human Resources and supervisor of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his or her supervisor.
- The accommodation request will be discussed with the employee and the employee's manager(s).
- The employee may be required to provide documentation supporting a religious belief or disability, including medical certification.

- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. The Company will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

Accommodation request forms are available from Human Resources.