

Sample Reasonable Accommodation Policy¹

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The Company is committed to complying with the Americans with Disabilities Act and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. The Company will endeavor to provide reasonable accommodations requested by all employees with disabilities who are otherwise able to perform the essential functions of their job. An employee seeking an accommodation should contact Human Resources.

A reasonable accommodation may include any action which enables a qualified individual with a disability to perform the essential functions of his or her position but which does not result in an undue hardship to the Company or pose a threat to the health and safety of the employee or coworkers. The Company will engage in an interactive process with the employee and determine the feasibility of the requested accommodation, considering various factors, including but not limited to, the nature and cost of the accommodation, the availability of outside resources, the overall financial resources of the organization and the accommodation's impact on the operation of the business.

The Company may require that the individual requesting the accommodation provide adequate medical certification and a job related functional assessment. It may, under certain circumstances, request and finance an independent medical examination. Also, in some instances, the Company may not approve the accommodation requested by the employee but may provide an alternate accommodation.

The employee will be informed of the decision on the accommodation request by Human Resources.

¹ This document is just a sample for educational purposes, and should not be relied on as legal advice. Consult with employment counsel before implementing this policy.