

# **Workplace Accommodation Guide**

## **Introduction**

At Accessible Job Portal, we are committed to fostering an inclusive and accessible workplace for everyone. This guide provides essential information about workplace accommodations, employee rights, and employer responsibilities to support individuals with disabilities in the workplace.

## **What Are Workplace Accommodations?**

- Flexible work hours
- Assistive technology
- Modified workstations
- Remote work options

## **Employee Rights**

- The Americans with Disabilities Act (ADA) guarantees the right to request reasonable accommodations.
- Employees can file complaints with the EEOC if accommodations are denied.

## **Employer Responsibilities**

- Engage in an interactive process with employees.
- Provide reasonable accommodations unless it causes undue hardship.
- Maintain confidentiality of medical information.

## **Tips for a More Inclusive Workplace**

- Foster open communication
- Promote disability awareness training
- Regularly review accommodation policies
- Create accessible job postings

## **Contact Information**

Email: [info@accessiblejobportal.com](mailto:info@accessiblejobportal.com)

Website: [accessiblejobportal.com](http://accessiblejobportal.com)

## **Additional Resources**

- Job Accommodation Network (JAN): <https://askjan.org/>
- EEOC Disability Rights: <https://www.eeoc.gov/laws/guidance>
- ADA National Network: <https://adata.org/>
- UN Disability Resources: <https://www.un.org/development/desa/disabilities/>