

Workplace Accommodations Policy

Document ID: HR-EMP-010 **Effective Date:** January 1, 2024 **Last Updated:** February 2024 **Owner:** People Operations **Applies To:** All Employees

Overview

NovaTech is committed to providing reasonable accommodations to qualified employees with disabilities, religious practices, pregnancy-related conditions, and other protected needs. This policy outlines how to request and receive accommodations.

Our Commitment

NovaTech will: - Engage in an interactive process with employees who need accommodations - Provide reasonable accommodations unless they cause undue hardship - Maintain confidentiality of medical and personal information - Ensure no retaliation against those who request accommodations - Train managers on accommodation processes

Types of Accommodations

Disability Accommodations

Accommodations for physical, mental, cognitive, or sensory disabilities may include:

Work Environment: - Ergonomic equipment (adjustable desks, special chairs)
- Modified lighting - Noise-reducing measures - Accessible workspaces

Schedule/Location: - Flexible work hours - Modified break schedules - Remote work arrangements - Part-time schedules

Job Modifications: - Task redistribution - Modified job duties - Assistive technology - Communication aids

Leave: - Extended leave for treatment - Intermittent leave for appointments - Gradual return-to-work plans

Religious Accommodations

Accommodations for religious practices may include: - Flexible scheduling for observances - Time off for religious holidays - Dress code modifications - Prayer space access - Dietary accommodations at company events

Pregnancy Accommodations

Accommodations for pregnancy-related conditions may include: - Modified work duties - Seating/rest breaks - Schedule modifications - Temporary transfer to less strenuous work - Time off for medical appointments - Lactation accommodations

Other Accommodations

Additional categories requiring accommodation consideration: - Domestic violence (schedule flexibility, security measures) - Military service (leave, reemployment) - Jury duty and legal proceedings - Gender transition support

Request Process

How to Request

1. Inform HR or your manager

- Email hr@novatech.com or speak with your HR Business Partner
- You may also inform your manager, who will involve HR

2. Describe your need

- Explain the limitation or need
- Suggest accommodations if you have ideas
- No need for formal letter initially

3. Interactive process begins

- HR will schedule a conversation
- We'll discuss your needs and possible solutions
- You are not required to disclose diagnosis

Documentation

Depending on the request, we may ask for: - Medical certification of disability (for disability accommodations) - Healthcare provider recommendations - Information about limitations and duration

Note: We only request documentation when necessary and will keep it confidential.

Timeline

Step	Timeline
Acknowledge request	2 business days
Initial conversation	Within 1 week
Request documentation (if needed)	As discussed
Determine accommodation	2-4 weeks typically
Implement accommodation	ASAP after decision

Complex requests may take longer. Interim measures may be provided while evaluating.

Interactive Process

What to Expect

The interactive process is a collaborative conversation to find effective accommodations:

1. **Discussion of limitations**
 - What tasks are affected?
 - What barriers exist?
 - What timing considerations?
2. **Exploration of options**
 - Your suggestions
 - HR/manager suggestions
 - Creative alternatives
3. **Assessment of reasonableness**
 - Effectiveness for your needs

- Impact on job functions
- Cost and operational factors

4. Selection and implementation

- Document the accommodation
- Implement and communicate as appropriate
- Set up follow-up

Your Role

- Participate in good faith
- Provide requested documentation
- Communicate if accommodation isn't working
- Notify us of changing needs

Our Role

- Respond promptly
- Keep information confidential
- Consider all options
- Explain decisions
- Monitor effectiveness

Confidentiality

All accommodation information is confidential:

Who knows: - HR (manages process) - Your manager (only what's needed to implement) - Others only on need-to-know basis

What's protected: - Medical information - Disability details - Documentation provided

What's shared: - Only operational details needed to implement - Never the reason for accommodation without your consent

Common Accommodations

Remote Work

For those who need remote work as accommodation: - Full-time remote work - Hybrid arrangements - Temporary remote periods

Remote work may be accommodation even if role is typically in-office.

Schedule Flexibility

- Modified start/end times
- Compressed work week
- Flexible lunch breaks
- Intermittent time off

Ergonomic Equipment

Available through standard process or as accommodation: - Sit-stand desks - Ergonomic chairs - Keyboard/mouse alternatives - Monitor configurations - Foot rests, document holders

Assistive Technology

- Screen readers
- Speech-to-text software
- Captioning services
- Magnification tools
- Communication devices

Leave and Breaks

- Additional break time
- Rest periods
- Leave for treatment/recovery
- Gradual return from leave

Lactation Accommodations

NovaTech provides lactation accommodations for nursing parents:

Space: - Private lactation rooms in all offices - Lockable door, electrical outlet, comfortable seating - Near sink for hand washing - Refrigerator for milk storage

Time: - Reasonable break time for expressing milk - Flexible scheduling - No reduction in pay for expressing time

Remote workers: - Flexible scheduling for nursing needs

Denial of Requests

Requests may be denied if: - Accommodation would cause undue hardship
- Accommodation would eliminate essential job functions - Individual cannot perform essential functions even with accommodation

If denied: - We'll explain the reasons - We'll explore alternative accommodations
- You may provide additional information - You may appeal to VP of People

Ongoing Accommodations

Review and Adjustment

Accommodations are reviewed: - At your request - When job duties change - When limitations change - Annually for ongoing accommodations

Changes

If an accommodation isn't working: 1. Contact HR 2. We'll discuss what's not working 3. Explore modifications or alternatives 4. Implement updated accommodation

Manager Responsibilities

Managers should: - Direct accommodation requests to HR - Participate in interactive process - Implement approved accommodations - Maintain confidentiality - Not ask medical questions - Not retaliate against requesters

Managers should NOT: - Deny requests without HR - Require medical disclosure - Discuss accommodations with others - Treat employee differently - Question legitimacy of needs

Non-Retaliation

NovaTech prohibits retaliation against anyone who: - Requests an accommodation - Participates in the accommodation process - Advocates for others' accommodations

Report suspected retaliation to HR or the ethics hotline.

Resources

Internal

- HR: hr@novatech.com
- HR Business Partner: [Find yours in Workday]
- EAP for support: 1-800-XXX-XXXX

External (US)

- Job Accommodation Network: askjan.org
 - EEOC: eeoc.gov
 - ADA National Network: adata.org
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Related Policies

- FMLA Policy (HR-LOA-005)
- Remote Work Policy (HR-WRK-001)
- Anti-Discrimination Policy (HR-EMP-002)

- Religious Observance Leave (HR-LOA-015)

Questions about accommodations? Contact hr@novatech.com or your HR Business Partner.