

Workplace Accessibility and Accommodation Policy

Nexus Intelligent Systems, Inc.

1. Purpose and Scope

1 This Workplace Accessibility and Accommodation Policy ("Policy") establishes Nexus Intelligent Systems, Inc.'s comprehensive commitment to providing an inclusive, supportive work environment that accommodates individuals with disabilities and ensures equal employment opportunities.

2 This Policy applies to all employees, contractors, job applicants, and visitors across all company locations, departments, and operational contexts, in full compliance with the Americans with Disabilities Act (ADA) and related federal, state, and local accessibility regulations.

2. Definitions

1 "Disability" shall mean a physical or mental impairment that substantially limits one or more major life activities, as defined by the ADA.

2 "Reasonable Accommodation" refers to modifications or adjustments to job duties, work environments, or employment practices that enable qualified individuals with disabilities to perform essential job functions.

3 "Essential Job Functions" are the fundamental duties of a specific position that an individual must be able to perform, with or without reasonable accommodation.

3. Policy Principles

1 Non-Discrimination Commitment

Nexus Intelligent Systems is committed to:

- Providing equal employment opportunities
- Evaluating candidates based on merit and job-related qualifications
- Preventing discrimination based on disability status
- Creating an inclusive workplace culture that values diversity

2 Accommodation Request Process

2.1 Employees or applicants requiring accommodations must:

- Submit a written request to Human Resources

- Provide relevant medical documentation substantiating accommodation needs
- Engage in an interactive dialogue to determine appropriate solutions

2.2 The company will:

- Review accommodation requests promptly and confidentially
- Assess feasibility and potential workplace impacts
- Develop individualized accommodation plans
- Maintain comprehensive documentation of accommodation discussions

4. Accommodation Types

1 Physical Workplace Modifications

- Ergonomic workstation adjustments
- Accessible building entrances and facilities
- Specialized equipment or technological adaptations
- Modified work schedules or remote work arrangements

2 Technological Accommodations

- Assistive software and hardware
- Screen reader compatibility
- Alternative communication formats
- Adaptive input devices

3 Communication Accommodations

- Sign language interpreters
- Real-time captioning
- Alternative document formats
- Flexible communication methods

5. Confidentiality and Privacy

1 All medical information and accommodation requests will be:

- Maintained in strict confidentiality
- Stored separately from standard personnel files
- Accessible only to authorized HR personnel

- Protected under HIPAA guidelines

6. Training and Awareness

1 Nexus Intelligent Systems will:

- Conduct annual accessibility and inclusion training
- Educate managers on accommodation best practices
- Provide resources for understanding disability rights
- Foster a culture of respect and understanding

7. Complaint and Grievance Procedures

1 Employees who experience accessibility barriers or discrimination may:

- File a formal complaint with HR
- Request confidential investigation
- Receive protection from retaliation
- Expect timely and thorough resolution

8. Compliance and Monitoring

1 The company will:

- Regularly audit accessibility practices
- Update policy to reflect regulatory changes
- Conduct periodic accessibility assessments
- Maintain documentation of accommodation efforts

9. Legal Disclaimer

1 This policy does not constitute a contractual obligation and may be modified at the company's discretion.

10. Effective Date and Approval

1 This policy is effective immediately upon approval by the Executive Leadership Team.

Approved By: Dr. Elena Rodriguez, Chief Executive Officer

Date: January 22, 2024