

WORKPLACE ACCOMMODATION POLICY

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

Policy Number: HR-2024-003

1. PURPOSE AND SCOPE

1. Summit Digital Solutions, Inc. ("Company") is committed to providing equal employment opportunities and fostering an inclusive workplace environment for all employees, including those with disabilities or other protected characteristics requiring accommodation.
2. This policy establishes procedures for requesting, evaluating, and implementing reasonable workplace accommodations in compliance with the Americans with Disabilities Act (ADA), state disability laws, and other applicable regulations.
3. This policy applies to all Company employees, contractors, and job applicants across all Company locations and remote work arrangements.

2. DEFINITIONS

1. "Reasonable Accommodation" means any modification or adjustment to a job, work environment, or hiring process that enables a qualified individual with a disability to perform essential job functions or enjoy equal employment opportunities.
2. "Interactive Process" refers to the collaborative dialogue between the Company and the employee to identify workplace barriers and potential reasonable accommodations.
3. "Essential Job Functions" are the fundamental duties of a position that an employee must be able to perform, with or without reasonable accommodation.

3. ACCOMMODATION REQUEST PROCEDURE

1. Employees seeking accommodation shall submit requests to Human Resources using Form HR-ACC-101, including:
 - a) Description of the limitation(s) and requested accommodation
 - b) Supporting medical documentation, if applicable
 - c) Expected duration of accommodation need

2. Human Resources will:

- a) Acknowledge receipt within two (2) business days
- b) Initialize the interactive process within five (5) business days
- c) Maintain confidentiality of all medical information
- d) Document all steps of the accommodation process

3. The Company may request additional information or documentation to evaluate the accommodation request.

4. EVALUATION PROCESS

1. The Company will assess accommodation requests considering:

- a) Essential job functions
- b) Effectiveness of proposed accommodation
- c) Business necessity and operational impact
- d) Cost and available resources
- e) Alternative accommodation options

2. For technology-related accommodations, the IT Department shall be consulted regarding:

- a) Software/hardware compatibility
- b) Security requirements
- c) Implementation timeline
- d) Technical support needs

5. IMPLEMENTATION AND MONITORING

1. Upon approval, Human Resources will:

- a) Document approved accommodations in writing
- b) Coordinate implementation with relevant departments
- c) Establish implementation timeline
- d) Provide necessary training or resources

2. The effectiveness of accommodations will be reviewed:

- a) 30 days after implementation
- b) Quarterly thereafter

- c) Upon significant changes in job duties or medical condition
- d) At employee or supervisor request

6. CONFIDENTIALITY AND RECORD-KEEPING

- 1. All accommodation-related information shall be:
 - a) Maintained in separate, confidential files
 - b) Accessible only to authorized personnel
 - c) Retained per Company record retention policies
 - d) Protected under applicable privacy laws

7. MODIFICATION AND TERMINATION

- 1. The Company reserves the right to:
 - a) Modify accommodations based on changing circumstances
 - b) Terminate accommodations that become unreasonable
 - c) Request updated documentation periodically
 - d) Review effectiveness of ongoing accommodations

8. COMPLAINT PROCEDURE

- 1. Employees who believe their accommodation requests have been improperly handled may:
 - a) File a complaint with Human Resources
 - b) Utilize the Company's grievance procedure
 - c) Contact appropriate government agencies
 - d) Seek legal counsel as permitted by law

9. POLICY ADMINISTRATION

- 1. The Human Resources Department is responsible for:
 - a) Policy implementation and updates
 - b) Training supervisors and managers
 - c) Monitoring compliance
 - d) Maintaining required documentation

10. NON-RETALIATION

1. The Company strictly prohibits retaliation against any individual who:

- a) Requests accommodation
- b) Participates in the interactive process
- c) Files a complaint regarding accommodation
- d) Assists in accommodation-related investigations

APPROVAL AND REVISION HISTORY

Original Policy Approved By:

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

Date: January 15, 2024

Policy Review Schedule: Annual

Next Review Date: January 15, 2025

Version: 1.0