

## ADA POLICY AND PROCEDURE

### **Purpose:**

The Americans with Disabilities Act (ADA) requires employers to not discriminate against applicants and employees with disabilities and to provide reasonable accommodation to qualified applicants and employees so they may perform the essential job duties of the position.

### **Policy:**

McAlister is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Consistent with the policy of non-discrimination, McAlister will provide reasonable accommodation to a qualified individual with a disability, as defined by the ADA, who has made the company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the company.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. All hiring for driver positions is conducted with the express intent of adhering to the DOT standards as applicable for CDL Drivers.

Employees or applicants with a disability who believe they need a reasonable accommodation to perform the essential functions of the job should contact Human Resources. McAlister has the right to request documentation from a physician or medical professional concerning the disability and need for accommodation.

### **Procedure for Requesting an Accommodation:**

Applicants or employees with disabilities may request reasonable accommodation of McAlister, regardless of title, salary or employment status. The request should be made by the applicant or employee in writing to the Human Resources department. Once a request has been received, the individual will need to provide all requested documentation, to include any supplemental information and medical documentation, to Human Resources within 15 calendar days of receipt of the initial request.

When a request for an accommodation due to disability is received by the Human Resources department, an interactive discussion will occur to determine specific limitations and potential accommodations. The process will review various factors including, but not limited to, the nature and cost of the accommodation, the company's overall financial resources, the accommodation's impact on the operation of the company, including its impact on the ability of other employees to perform their duties and on the company's ability to conduct business without creating an undue hardship. While an applicant's or employee's preference will be considered, McAlister has the right to choose between the alternatives available, so long as they are effective. McAlister is not required to modify essential job functions or to provide personal use items. Accommodations are made on a case by case basis.

After review of the request and all applicable documentation, a determination will be made whether the applicant or employee is a qualified individual with a disability and McAlister's decision on the accommodation request will be communicated.

If the accommodation request is denied, individuals may submit an appeal in writing within 30 calendar days to Human Resources. Additional information may be requested. If a request on appeal is denied, the decision is final.