

GATEWAY PROGRAM DEVELOPMENT CORPORATION DISABILITY AND ACCOMMODATION POLICY

I. Introduction

This document sets forth the official policy of Gateway Program Development Corporation (GDC) relating to GDC's commitment to provide equal employment opportunities for all employees regardless of disability.

II. Policy

GDC is committed to creating an environment where all individuals are valued and provided with the opportunity to fully contribute, fully compete, and fully maximize their performance. GDC is committed to complying with all applicable federal, state and local laws. This policy governs all aspects of employment including recruitment, application, selection, promotion, benefits, compensation, employee counseling and discipline, transfers, and training. GDC is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. Please refer to GDC's Equal Employment Opportunity Policy Prohibiting Discrimination and Harassment for more information on reporting and other related procedures.

III. Accommodations

GDC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or other would result. Reasonable accommodations may include, but are not limited to, making existing facilities readily accessible to and usable by individuals with disabilities, acquisitions or modification of equipment or devices, provision of qualified readers or interpreters, appropriate adjustment or modification of examinations, training materials or policies, part-time or modified work schedules, job restricting (reassignment of non-essential job functions), unpaid leave, and reassignment to a vacant position.

Any employee who requires an accommodation in order to perform the essential function of his or her job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact GDC's Office of the General Counsel to request such an accommodation. The designee of the General Counsel will communicate with the employee or applicant and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. GDC reserves the right to have the disability and/or accommodation verified by a doctor of its choosing.

GDC will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

IV. General

A copy of this policy statement is to be posted on GDC's website and facility bulletin boards.

Adopted: September 28, 2018