

## **SAMPLE AMERICANS WITH DISABILITIES POLICY**

Consistent with the Americans with Disabilities Act (ADA), and Pennsylvania, Americans with Disabilities Act 28 C.F. R – 35.101 et seq, it is the policy of \_\_\_\_\_ to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact \_\_\_\_\_.

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The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. The Company complies with all federal and state laws concerning the employment of persons with disabilities.

It is Company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

An individual with a disability, who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

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It is the policy of \_\_\_\_\_ that qualified individuals with disabilities are not discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment. It is further the policy of \_\_\_\_\_, to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. \_\_\_\_\_, is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact \_\_\_\_\_.