## **Americans With Disabilities Act Policy Statement – Sample 1**

[The Company] is committed to comply with all applicable provisions of the American with Disabilities (ADA). It is the Company’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company, will provide reasonable accommodations 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 undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. [The Company] encourages individuals with disabilities to come forward to request a reasonable accommodation.

An employee who has questions regarding this policy or believes that they have been discriminated against based on a disability should notify the HR Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.