



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Accommodation for Religious Observance and Practice

Policy No.: 212

Orig. Date: 02/10/81

Revision: 2

Last Revision Date: 12/06/2022

A. Purpose

B. Policy

C. Implementation

A. Purpose

This policy is to establish guidelines in relation to laws regarding non-discrimination based on religion or religious practices.

B. Policy

The Company will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company.

The Company has developed an accommodation process to assist employees, management, and Human Resources. Through this process, the Company establishes a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

C. Implementation

Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human Resources to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.