

Accommodation Policy

1.0 Purpose

This document establishes Cortron, Inc.'s policy and procedures for the employment of persons with disabilities. The primary objectives of this policy are to ensure equal employment opportunity (EEO) for employees and applicants for employment without regard to disability, define the roles and responsibilities regarding the employment of persons with disabilities, as well as provide procedures for expanding employment opportunities for people with disabilities and processing requests for reasonable accommodation.

2.0 Policy

Cortron, Inc.'s policy is to ensure that employees and applicants for employment will not be discriminated or retaliated against on the basis of any disability. Accordingly, Cortron, Inc. takes effective action to recruit, hire, develop and advance employees with disabilities, including targeted disabilities, to the fullest extent possible and ensures that all individuals with disabilities are accorded equal employment opportunities. Further, Cortron, Inc. is fully committed to making agency facilities accessible, and reasonably accommodating the known physical or mental limitations of individuals by providing an accommodation that does not impose an undue hardship on Cortron, Inc. operations.

3.0 Coverage

This policy applies to all employees or job applicants. Cortron, Inc. employees include all Cortron, Inc. employees, regardless of appointment type (competitive or excepted), career status (temporary, career-conditional, or career), occupation, or work schedule (full-time, part-time, or temporary). Related Standards, Policies, and Processes

4.0 Distribution

This policy will be included in Cortron, Inc.'s Employee Handbook as well as posted on the intranet pages, and made available to all employees and Cortron, Inc. job applicants in written and accessible formats. For additional accessible formats, including all attachments to this policy, please contact the Human Resources Department.