

# WORKPLACE ACCOMMODATIONS NOTICE

\_\_\_\_\_ is an equal opportunity employer and does not  
Company Name  
discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

\_\_\_\_\_ will make reasonable accommodations for  
Company Name  
known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor
- A reasonable period of leave; or
- Modification of work schedules or job assignments.

## **Employees and job applicants have a right to be free from unlawful discrimination and retaliation.**

This includes discrimination because of pregnancy, childbirth and related medical conditions.

For this reason, \_\_\_\_\_ **will not:**  
Company Name

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

**To request an accommodation or to discuss concerns or questions about this notice,** please contact

any one of our supervisors or \_\_\_\_\_ in the human  
Company Name  
resources department.

*[Provide multiple ways for employees to reach out with requests or concerns.]*

Rev. February 2023

Alternate format available on request