

# ADA Accommodations: EEO for Individuals with Disabilities

## Employment Standards & Practices

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LDP will not discriminate against any qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions, and privileges of employment.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, LDP will make reasonable accommodations for physical or mental impairment that substantially limits a major life activity, unless providing a reasonable accommodation would create an undue hardship.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job he or she holds or desires should contact the human resources department and request such an accommodation. If the requested accommodation is reasonable and will not impose an undue hardship or a direct threat, LDP will make the accommodation in accordance with applicable law. LDP may propose an alternative to the requested accommodation or may substitute one reasonable accommodation for another and retains the ultimate discretion to choose between reasonable accommodations.

Employees are expected to fully cooperate in the accommodation process. The duty to cooperate includes making every effort to provide management with current medical information. Employees who do not meaningfully cooperate in the accommodation process will waive the right to accommodation.

This policy is neither exhaustive nor exclusive. LDP is committed to taking all other actions necessary to ensure equal employment opportunity for qualified persons with disabilities in accordance with the Americans with Disabilities Act and all other applicable federal, state and local laws.