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SOLENIS POLICY

Americans with Disabilities Act

1.0 Policy

Solenis is proud to be an affirmative action and equal opportunity employer and to provide opportunities for qualified individuals with a disability. We do not discriminate and we comply with the disability laws, in particular the Americans with Disabilities Act and the Rehabilitation Act of 1973.

1.1 Definition of disability

In general, these laws define an individual with a disability as someone who has a physical or mental impairment or medical condition that substantially limits a major life activity, or if an employee or applicant has a history or record of such an impairment or medical condition. Disabilities may include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV / AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring use of a wheelchair or intellectual disability (previously called mental retardation). Periodically, our employees will be asked to voluntarily identify whether they have a disability.

1.2 Reasonable accommodation

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Examples of reasonable accommodations may include such things as a making a change to the application process or work procedures that do not compromise the essential functions of the job, providing documents in an alternate format, providing a sign language interpreter or using specialized equipment. Requests for reasonable accommodations will be considered on a case-by-case basis under the below-identified procedures.

To assist individuals with disabilities who are Solenis employees, as well as applicants for Solenis positions, who are individuals with disabilities, we will make reasonable accommodations to enable such employees to continue performing essential functions of their jobs and to enable such applicants to pursue employment with us. Consistent with this policy, Solenis may modify non-essential job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to a vacant position for which the employee is qualified, or providing leave of a definite duration, may also be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations that Solenis can realistically make. For example, where an accommodation would cause an undue hardship to Solenis, Solenis would be unable to make that particular accommodation. Similarly, where placing an individual in a position, with or without an accommodation, would cause the employee to be a direct threat to the employee or others, Solenis may be unable to place the employee in that position.

1.3 Requesting reasonable accommodation

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please contact Human Resources via Workday Help. A Solenis Human Resources professional will discuss the matter with you, investigate your request and to the extent possible, attempt to reasonably accommodate you.

A request for a reasonable accommodation may be oral or written and there are no required “magic” words that must be used by the employee to request an accommodation. A request for reasonable accommodation may be made by an applicant, employee, or by a third party, such as a relative, job coach or friend, on behalf of the individual with a disability. Where possible, Solenis requests the employee make a written request to assist Solenis’ recordkeeping processes.

1.4 Recurring reasonable accommodation

If there is a recurring need for an accommodation, such as, a hearing-impaired employee’s request for a sign language interpreter for meetings, the employee making the request will not be required to repeatedly submit or renew his or her request for accommodation each time the accommodation is needed, once the reasonable accommodation request has been made and granted by the employer.

1.5 Documentation and participation in reasonable accommodation process

Solenis may request and review medical documentation in support of a request for reasonable accommodation by an employee. Solenis’ request for medical documentation will not be open-ended and will be limited to documentation of the individual’s disability and the functional limitations for which the reasonable accommodation is sought.

Written confirmation of Solenis’ receipt of a request for reasonable accommodation will be provided to the employee upon request. Reasonable accommodation requests will be processed as expeditiously as possible and will be processed within a reasonable period of time. What constitutes a reasonable period of time may depend upon the specific circumstances. Solenis expects the employee to participate in providing requested medical documentation to help expedite the reasonable accommodation process.

1.6 Denial of accommodation

If an accommodation request is denied, Solenis will provide the denial in writing and include the reason for the denial. If the employee believes he or she has additional information that had not previously been provided, the employee is encouraged to submit that information promptly to the Human Resources Department via Workday Help



1.7 Training

Solenis provides annual training for its supervisors and managers regarding the implementation of its reasonable accommodation procedures and this ADA policy, and this ADA policy is accessible to employees on the Policies and Process page of the Solenis InSite intranet.

2.0 Scope

This policy applies to all Solenis employees working in the United States or its territories and Solenis employees who are U.S. citizens working outside the United States.

3.0 Owner

Chief human resources officer.

4.0 Exceptions

There are no exceptions to this policy.