

## The ADA & Workplace Accommodations

Question	Answer
<b>What is the Americans with Disabilities Act? (ADA)</b>	<p>The Americans with Disabilities Act (ADA) is a federal law that protects qualified individuals with disabilities from discrimination in many areas, including in the workplace. It ensures equal access to employment opportunities and requires employers to provide reasonable workplace accommodations when needed.</p>
<b>What is considered a disability under the ADA?</b>	<p>A disability under the ADA is defined as a physical or mental impairment that substantially limits one or more major life activities, such as: walking, seeing, hearing, speaking, concentrating, thinking, learning, breathing, or working. Disabilities may be visible or invisible, temporary or permanent.</p>
<b>What is a workplace accommodation?</b>	<p>A workplace accommodation is a change or adjustment to a job, work environment, or the way work is done that enables a qualified individual with a disability to perform the essential job functions of a job. Employers are required to provide reasonable accommodations to qualified individuals, unless doing so would cause undue hardship (significant difficulty or expense).</p> <p>The ADA promotes inclusion, fairness, and equal opportunity. Workplace accommodations allow employees perform at their best while supporting a diverse, productive workforce.</p>
<b>What are examples of workplace accommodations?</b>	<ul style="list-style-type: none"> <li>• <b>Physical &amp; Environmental:</b> modified workstation; improved lighting; accessible parking</li> <li>• <b>Technology &amp; Communications:</b> screen readers; assisted listening devices; alternative formats (large print, audio)</li> <li>• <b>Job Process:</b> additional training time; written instructions instead of verbal (or vice versa)</li> <li>• <b>Schedule &amp; Work Arrangements:</b> modified break schedule; adjusted workload</li> </ul>
<b>How can a Ferrara employee request an accommodation?</b>	<p>Any Ferrara employee can request an accommodation at any time. The request can be verbal or written. Employees should begin by reaching out to their HR Business Partner who will let them know what may be required (such as documentation from a medical professional) and help guide the process.</p>
<b>What are resources to learn about the ADA and Workplace Accommodations?</b>	<p>Trusted sources for information include:</p> <ul style="list-style-type: none"> <li>• U.S. Equal Employment Opportunity Commission (EEOC) <a href="http://www.eeoc.gov">www.eeoc.gov</a></li> <li>• Job Accommodation Network (JAN) <a href="http://www.askjan.org">www.askjan.org</a></li> <li>• ADA National Network <a href="http://www.adata.org">www.adata.org</a></li> <li>• Ferrara Total Rewards: <a href="mailto:TotalRewards@ferrara.com">TotalRewards@ferrara.com</a></li> </ul>