

114 – Disability Accommodation

Delmarva Community Services, Inc. is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of essential job functions except when doing so would impose an undue hardship for Delmarva Community Services, Inc. All medical related information is kept in separate confidential files in accordance with the requirements of ADA. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Requests for reasonable accommodations should be made to the Chief Operating Officer and must include the precise limitations resulting from the disability, any medical documentation requiring special accommodations, and any suggestions as to desired accommodations. Delmarva Community Services, Inc. does not guarantee that the suggested accommodation will be the accommodation that will be offered to the employee. Delmarva Community Services, Inc. will determine what action, if any will be taken to accommodate.

The company will provide in writing to the employee the reason(s) that it is an undue hardship if unable to provide a reasonable accommodation. Undue hardship may be the nature and cost of the accommodation, the impact on the company's operation, and/or its ability to do business. If the employee is still dissatisfied, a final written appeal may be made to the Chief Executive Officer. The decision of the Chief Executive Officer will be considered final. Delmarva Community Services, Inc. cannot be held responsible for not providing reasonable accommodations for an individual who does not inform us of their disability. Delmarva Community Services, Inc. may not be able to offer continued employment to an individual who later becomes disabled to the point that they cannot perform the essential functions of the job for which they were employed.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Delmarva Community Services, Inc. is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Delmarva Community Services, Inc. will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

114 – Disability Accommodation (Continued)

This policy is neither exhaustive nor exclusive. Delmarva Community Services, Inc. is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

PRES./CEO, Delmarva Community Services, Inc.

Date