# ADAAA Policy for Raise Group PBC

**Effective Date**: January 2008 **Date Reviewed:** March 2024 **Date Modified:** March 2024

## Purpose:

Raise Group Public Benefit Corporation (Raise) is committed to providing equal employment opportunities to all qualified individuals, including individuals with disabilities, in compliance with the Americans with Disabilities Act Amendments Act 2008 (ADAAA) and other applicable federal, state, and local laws. This policy outlines Raise's commitment to reasonable accommodation and non-discrimination in all aspects of employment.

## Policy Statement:

### 1. Equal Employment Opportunity (EEO):

Raise is an equal opportunity employer and prohibits discrimination against employees or applicants for employment on the basis of disability, race, color, religion, sex, national origin, age, genetic information, veteran status, or any other legally protected status.

### 2. Compliance with ADAAA:

Raise is committed to complying with the Americans with Disabilities Act Amendments Act (ADAAA), which prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

### 3. Reasonable Accommodation:

Raise will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would cause undue hardship to the company. Reasonable accommodations may include modifications or adjustments to the application process, job duties, work environment, or other aspects of employment to enable individuals with disabilities to perform essential job functions.

### 4. Interactive Process:

Raise will engage in an interactive process with employees or applicants requesting accommodations to determine the appropriate accommodations based on the individual's disability and job requirements. This process will involve open communication between the employee, applicant, relevant supervisors, and HR personnel.

### 5. Confidentiality:

Raise will maintain confidentiality regarding an employee's disability and accommodation requests, except as required by law or where disclosure is necessary to facilitate the accommodation process.

## 6. Non-Retaliation:

Raise prohibits retaliation against any individual who requests a reasonable accommodation, participates in the accommodation process, or opposes any discriminatory practices prohibited by the ADAAA.

## 7. Training and Awareness:

Raise will provide training and awareness programs to employees, supervisors, and managers to ensure understanding of the ADAAA, the company's policies and procedures regarding accommodation, and the importance of maintaining an inclusive work environment.

## 8. Review and Revision:

Raise will periodically review and update this policy to ensure compliance with changes in the law and to reflect best practices in accommodating individuals with disabilities.

## Implementation:

This policy applies to all employees, applicants, and contractors of Raise. All employees are responsible for adhering to this policy and supporting the company's commitment to equal employment opportunities and reasonable accommodation.

## Contact Information:

For questions, concerns, or requests related to accommodations under the ADAAA, employees and applicants may contact the Compliance Department at compliance@raiserecruiting.com

***By adhering to this policy, Raise reaffirms its commitment to diversity, inclusion, and equal opportunity for all individuals, including those with disabilities.***