

C.T. MALE ASSOCIATES

Reasonable Accommodation Policy

C.T. Male Associates will make reasonable accommodations whenever necessary for all qualified employees or candidates for employment with qualifying disabilities and/or qualifying pregnancy-related conditions, to individuals with sincerely held religious beliefs or practices, and to domestic violence victims for any of the following reasons, except where such accommodations would impose undue hardship on the Firm:

- For qualified individuals with disabilities and individuals with pregnancy-related conditions during the application/hiring process or to perform the essential functions of their job.
- Based upon an individual's sincerely held religious beliefs or practices.
- For domestic violence victims who must be absent from work for a reasonable time to:
 - Seek medical attention for injuries caused by domestic violence, including for a child, so long as the employee is not the perpetrator of the domestic violence;
 - Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, so long as the employee is not the perpetrator of the domestic violence;
 - Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is a victim, so long as the employee is not the perpetrator of the domestic violence;
 - Participate in safety planning and take other actions to increase safety for future domestic violence incidents, so long as the employee is not the perpetrator of the domestic violence; and
 - Obtain legal services, assist in the prosecution of the offense, or appear in court in relation to domestic violence incidents, so long as the employee is not the perpetrator of the domestic violence.

Where a job or work assignment is subject to health or medical standards required for assignments, this Policy does not require employment of an individual who cannot satisfy those standards.

Process for Requesting a Reasonable Accommodation

If an employee/candidate requires an accommodation, he or she must initiate a request for accommodation by contacting the Director of Human Resources.

Participating in the Interactive Process

An employee/candidate seeking an accommodation under this policy will engage in an interactive dialogue or "*the interactive process*" with the Director of Human Resources to identify an effective accommodation that will not pose an undue burden to the Firm. The Director of Human Resources will provide the individual with a Reasonable Accommodation Request Form and, if the request is due to a disability or pregnancy-related condition, a Medical Inquiry Form requesting certification from the employee or candidate's health care provider.

The Director of Human Resources will review the completed Request for Accommodation Forms received from the individual and/or the individual's health care provider. If the information provided is incomplete or requires further clarification, the Director of Human Resources may

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request additional information. Communication with the health care provider will be the responsibility of the individual.

Determination

Once a determination has been made, the Director of Human Resources will notify the individual.

The Director of Human Resources will work with the employee and the applicable Manager or Supervisor to identify and discuss reasonable accommodations. C.T. Male Associates retains the right to select which accommodations, if any, will be granted.

In instances where there is no reasonable accommodation that would not be an undue burden on the Firm, employment may need to be terminated.

Employees and candidates who desire an accommodation must follow the process set forth above. Employees and candidates who request an accommodation have the responsibility to submit all required documentation in a timely manner and to remain engaged in the interactive process with the Firm while a determination is being made.

It is the employee's/candidate's responsibility to work with the Director of Human Resources to review and complete all forms required. Failure to supply the Firm with all relevant and requested information or to otherwise meaningfully cooperate in the interactive process may result in the Firm's denial of the accommodation or delay in the process.