

Subject: American with Disabilities Act (ADA)	Effective Date: December 2006
Responsibility: Human Resources	Revision Date: September 2011

Policy:

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of KRA to comply with all Federal and State laws concerning the employment of persons with disabilities. It is Company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. KRA will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job. An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

Definitions:

Disability -- A physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such impairment is a "disabled individual."

Direct threat to safety-- A significant risk to health or safety that cannot be eliminated by reasonable accommodation.

Qualified individual with a disability -- An individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

Reasonable accommodation -- Making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.

Undue hardship -- An action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of KRA; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Company; and (8) the relationship of the particular facility to KRA. These are not all of the factors but merely examples.

Procedure:

All employees must comply with safety standards. Applicants who pose a direct threat to the health or safety of themselves or other individuals in the workplace in executing the duties of the job, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace in

KRA reserves the right to continually evaluate, amend, modify, or terminate any policy at any time. This policy is in effect on the date of publication and supersedes any previously released policy. Individual sites/contracts may have more restrictive policies. This policy does not alter the at-will status of any employee. Use or disclosure of this information is restricted; contact human resources for additional information.

executing the duties of the job will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

In connection with this policy, KRA reserves the right to require an employee to undergo an examination by a doctor or other professional chosen by the employer whenever there is a question of an employee's fitness to work or when there is fear that a worker's condition may pose safety or health hazards to that employee or to other employees.

The HR Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.