

National Women's Law Center Accommodations Policy

Updated April 2022

The National Women's Law Center is committed to cultivating a workplace culture that enables its staff to thrive and to be treated equitably with dignity and respect.

General Policy

It is the policy of NWLC to provide equal opportunity in employment and to prohibit discrimination against any employee or applicant for employment based on any characteristic or combination of characteristics protected by federal, District of Columbia, or other applicable law. Accordingly, NWLC is committed to:

- Providing equal employment opportunities to otherwise qualified individuals with physical and/or mental disabilities, which includes providing employees with reasonable accommodations when necessary and when such accommodations can be provided without undue hardship to NWLC.
- Providing reasonable workplace accommodations when necessary for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition, when such accommodations can be provided without undue hardship to NWLC.
- Providing reasonable accommodations when necessary for religious practices and beliefs, when such accommodations can be provided without undue hardship to NWLC.

NWLC does not commit to providing a particular accommodation requested by an employee or applicant and can choose from among reasonable accommodations.

Confidentiality

All documentation related to accommodations requests will be kept in a file separate from an employee's personnel file. Information obtained during this process from an employee or applicant is confidential and will be shared on an as needed basis only with those involved in providing a reasonable accommodation.

Requesting an Accommodation

In general, it is an employee's or applicant's responsibility to notify HR (orally or in writing) of the need for an accommodation. An accommodation request does not have to include any special words, such as "reasonable accommodation" or "disability," but an employee or applicant must let NWLC know they need an adjustment or change at work because of a reason outlined in the General Policy above. HR will acknowledge receipt of an accommodation request within 5 business days, absent extenuating circumstances.

HR will ask for the employee's or applicant's input on the type of accommodation they believe may be necessary, the expected duration of any accommodation, and any functional limitations. HR may require additional information from a physician or other medical or rehabilitation professionals as it relates specifically to the reasonable accommodation request. If a request for a reasonable accommodation is denied, HR will provide the employee or applicant with a written explanation.

Policy Against Retaliation

NWLC prohibits retaliation against anyone for requesting an accommodation.

Nothing in this policy precludes an employee or applicant from exercising any available statutory rights to seek redress for discrimination, including the right to file a complaint with a governmental entity.