

## RELIGIOUS ACCOMMODATION POLICY

*We respect all faiths and traditions of our team members*

### *Policy Statement*

{Name of Employer} is committed to providing a work environment that is respectful of the religious beliefs of its employees. As part of this commitment, the Company will make good faith efforts to provide reasonable religious accommodation to employees whose sincerely held religious beliefs conflict with a Company policy, procedure, or other employment requirement unless such an accommodation would create an undue hardship.

If you believe work requirements conflict with your sincerely held religious beliefs or practices, you should request an accommodation from the {the Human Resources Department}. You may make the request orally or in writing, **but the Company encourages you to make the request in writing on our Religious Accommodation Request Form so that we can fully explore the request.**

### **Definitions**

A. Religion or Creed: Includes traditional, organized religions but also any sincerely held religious belief, including those that are new, uncommon, not part of a formal church or sect, as well as the lack of any religious belief. All aspects of religious belief and observance that are sincerely held will be considered as part of this policy.

B. Religious Accommodation: A reasonable change in the work environment that enables an employee to practice or otherwise observe a sincerely held religious practice or belief without undue hardship on the Company. A reasonable religious accommodation may include but is not limited to time for prayer during a work day, the ability to attend religious events or observe a religious holiday, or any necessary modification to Company policy, procedure or other requirement for an employee's (or prospective employee's) religious beliefs, observance or practice, provided such accommodation is reasonable and does not cause undue hardship.

C. Undue Hardship: Difficulty or expense based on the Company's resources and circumstances in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship may refer to the financial cost in providing an accommodation, or accommodations that are unduly disruptive, are unduly disruptive to the workplace, creates an undue imposition on other workers, or that would fundamentally alter the nature or operation of the Company's business, or the essential functions of a job. In general, accommodations that create more than a *de minimis* cost or burden to business operations are undue hardships. Accommodations which interfere with the safe and efficient operation of the workplace or with a bona fide seniority system will also present an undue hardship.

## Procedures for Seeking Religious Accommodation

All employees may request a religious accommodation by making a written request for an accommodation to **{their supervisor and/or Human Resources}**. The **Religious Accommodation Request Form** is attached. The form is intended to provide information on why you need an accommodation as well as a description of the accommodation you are requesting. In some circumstances, employees may be required to provide other documentation or information supporting the request and the failure to do may result in denial of the request.

Employees who anticipate being absent from work because of a religious observance must submit their request for time off in advance and as soon as they become aware of the need or at least ten (10) business days in advance.

Accommodation requests will be made on a case-by-case basis taking into account an individualized assessment in each situation including, but not limited to, the fundamental requirements of the applicable essential functions of an individual's job, the duties of others in the department or job group, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

The Company will endeavor to protect the requesting employee's privacy in evaluating and implementing the accommodation requested to the extent possible. However, following receipt of the request, the Company will discuss the accommodation request as necessary with the employee, and with select others in order to further evaluate and/or implement the accommodation. Decisions will be provided in writing to the requesting employee whenever possible

Employees will not be retaliated against for requesting an accommodation in good faith. The Company expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the **{the Human Resources Department}**. If employees do not report retaliatory conduct, the Company may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Individuals with questions about this policy and/or its application may contact  
{\_\_\_\_\_}

### **If there is a Collective Bargaining Agreement, include:**

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Company. If application of in this policy differs from the terms of any employee's applicable collective bargaining agreement, please refer to the specific terms of the collective bargaining agreement, which will control.

## **Examples of Religious Accommodations**

### ***A. Absences and Schedule Changes***

The Company will make reasonable efforts to accommodate an employee's requests for absences to the extent possible by allowing flexible arrival and departure times, floating or optional holidays, flexible work breaks. The Company will also consider schedule substitutions with colleagues of substantially similar qualifications which may need to be arranged by or with the assistance of the requesting employee so long as the substitution or swap would pose no more than a *de minimis* cost or burden to business operations. Please be aware that the Company is not required to accept a requested preferred accommodation if there is more than one alternative that eliminates the religious conflict.

### ***B. Religious Attire, Dress, Grooming and other Requirements***

Upon request, the Company will make reasonable efforts to accommodate employees' attire that is related to their sincerely held religious beliefs. Religious attire is not cultural or traditional dress; it is a requirement of religious observance. Religious attire may include, but it is not limited to:

- Hairstyle or beard: Sikh hair and beard, Rastafarian dreadlocks, Jewish peyes;
- Clothing or headgear: Yarmulkes, turbans, headscarves (hijab), Rastafari headdress;
- Symbols: Crucifixes, Star of David or other items of ceremonial dress

### ***C. Quiet Spaces and Prayer***

Upon request, the Company will evaluate and where reasonable and available, provide access to quiet, private spaces for meditation, study and/or prayer consistent with the requirements of this policy.

### ***D. Retaliation is Prohibited***

The Company prohibits retaliation against employees requesting a religious accommodation, participating in an approved accommodation or otherwise engaging in protected conduct under this policy. Any person who violates this anti-retaliation provision may be subject to disciplinary and/or corrective action.

**RELIGIOUS ACCOMMODATION REQUEST FORM**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Department \_\_\_\_\_

Title and position: \_\_\_\_\_

Supervisor's name, e-mail address: \_\_\_\_\_

Specify the policy, practice or schedule for which you are seeking religious accommodation: \_\_\_\_\_  
\_\_\_\_\_

Specify how such policy, practice or schedule conflicts with your religious beliefs:

\_\_\_\_\_  
\_\_\_\_\_

Specify the accommodation or modification you are requesting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List any other accommodations that would eliminate the conflict: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

I verify that my religious beliefs and practices, which prompt this request for a religious accommodation, are sincerely held. I understand that the accommodation requested may not be granted, but that the Company will attempt to provide a reasonable accommodation that does not create an undue hardship on the Company.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**DISPOSITION**

Request Approved: Yes No\*

Specify accommodation provided: \_\_\_\_\_

\_\_\_\_\_  
\*If request denied, specify reason (i.e., undue hardship, unreasonable, other): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature