

Agency Wide Policy and Procedure

SECTION: Workplace Practice

SUBJECT: Americans with Disabilities Act

POLICY NUMBER: 2.01

ATTACHMENTS: None

APPROVAL DATE: 9/26/2018

REVISION DATE: 10/2021, 7/25

First Resources Corp. complies fully with the Americans with Disabilities Act, as well as state laws, which require that First Resources Corp. make reasonable accommodations for individuals with disabilities in our workplace. First Resources Corp. is committed to treating individuals having physical or mental disabilities without discrimination in any area of work, including pre-employment, application, hiring, supervision, and evaluation. First Resources Corp treats all medical information and records concerning disabilities as strictly confidential.

If you are disabled, you have a right to request that First Resources Corp. make reasonable accommodations to help you overcome the limitations posed by your disability to accomplish your work. To make this request, contact the Executive Director or Chief Human Resources Officer. The Chief Human Resources Officer will evaluate your request in accordance with the provisions of the Americans with Disabilities Act. You will be notified of their decision regarding your request within 30 days of its submission.