

ADMINISTRATIVE POLICY NO. AP606

1. SUBJECT: ADA INDIVIDUALS WITH DISABILITIES

2. OBJECTIVE:

2.1. Compliance with the Americans with Disabilities Act. Beartooth Electric Cooperative, Inc. (BEC) complies with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against individuals with disabilities. BEC also provides reasonable accommodation for such individuals in accordance with these laws.

3. POLICY:

3.1. BEC will comply with the Americans with Disabilities Act to:

3.1.1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions and privileges of employment.

3.1.2. Administer medical examinations, such as second-medical opinion or fitness-for-duty exams, (a) to applicants only after conditional offers of employment have been extended and (b) to employees only when justified by business necessity.

3.1.3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.

3.1.4. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on BEC.

3.1.5. Notify individuals with disabilities that BEC provides reasonable accommodation to qualified individuals with disabilities, by including this policy in BEC's employee handbook and in its policies and procedures manual.

4. PROCEDURE FOR REQUESTING ACCOMMODATION:

4.1. Qualified individuals with disabilities may make requests for reasonable accommodation to BEC's General Manager. On receipt of an accommodation request, the General Manager or his/her designee will meet with the requesting individual to engage in an interactive assessment with the employee and discuss and identify the precise limitations resulting from the disability and the potential accommodation that the

employee has requested and others which BEC might be able to make to help overcome those limitations.

4.2. The General Manager will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, BEC's overall financial resources and organization and the accommodation's impact on the operation of the organization, including its impact on the ability of other employees to perform their essential job functions and on BEC's ability to conduct business.

4.3 The General Manager will inform the employee of BEC's decision on the accommodation request or regarding how BEC is able to accommodate the employee's condition.

5. RESPONSIBILITY:

5.1. The General Manager shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013  
Revised: 06/30/2015  
Reference: FMFW PC  
Review Date: June 2017

Attest:           /s/ Richard Nolan            
Secretary/Treasurer

Attest:           /s/ Roxie Melton            
Board President