



Be Peace. Choose Peace. Create Peace.

DISABILITY INCLUSION POLICY

Approved by the Board of Directors on 07172016

Policy Purpose

To ensure opportunity for individuals with disabilities to participate fully in the governance, management, operations, and programs and services of Peace Through Action USA (the “Corporation”).

Definitions

1. **Accommodation**—Any change to a position assignment or position environment that enables an interested person with a disability to apply for or fill a position. The term also encompasses alterations to ensure an interested person with a disability has rights and privileges equal to those of interested persons without disabilities.
2. **Disability**—(A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.
3. **Interactive Process**—A process by which the Corporation and interested person with disabilities who requests accommodations work together to determine reasonable accommodations.
4. **Interested Person**—Any director, officer, employee, contractor, volunteer, beneficiary of the Corporation’s programs and services, or other individual with a specific interest in the Corporation.
5. **Major Life Activity**—Activity such as breathing, moving, seeing, hearing, speaking, touching, smelling, caring for oneself, learning, or working.
6. **Mental Impairment**—Any mental or psychological disorder, such as intellectual disabilities, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
7. **Physical Impairment**—Any physiological disorder or condition, cosmetic adjustment, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitor-urinary, hemic and lymphatic, skin, and endocrine.
8. **Reasonable**—Practical and feasible.
9. **Substantially Limits**—Unable to perform or significantly restricted as to the manner or duration under which an individual can perform that same major life activity.
10. **Undue Hardship**—Unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the Corporation.
11. **Unreasonable**—Impose undue hardship on the Corporation.
12. **Workplace**—The site(s) where an interested person works, serves, or volunteers.

Policy

1. Peace Through Action USA (the “Corporation”) aspires to achieve and maintain an organization culture and practice of disability inclusion, in which all individuals with

disabilities are welcomed to participate fully in the Corporation's governance, management, operations, and programs & services.

2. The Corporation shall comply with all applicable laws establishing rights, opportunities, and protections for individuals with disabilities.
3. The Corporation proactively anticipates and prepares for the needs of interested persons with disabilities and reacts to accommodations requests of interested persons with disabilities.
4. The Corporation assesses the accommodations capabilities of workplaces and positions of interested persons in advance of their employment, service, or volunteering and makes a good faith effort to establishing accommodating workplaces and positions.
5. The Corporation shall not inquire about the medical condition or disability status of applicants or selectees for employment, service, or volunteering.
6. The Corporation encourages individuals with disabilities, through print and verbal recruitment communications, to apply for employment, service, and volunteering positions.
7. The Corporation provides reasonable accommodation to interested persons with disabilities.
8. The Corporation encourages interested persons with disabilities to request accommodations at any point in time prior to or during their employment, service, or volunteering.
9. The Corporation notifies selectees for employment, service, or volunteering positions of their right to request accommodations prior to or during employment, service, or volunteering.
10. The Corporation has a right to request medical information from or about the interested person when an individual requests accommodations.
11. The Corporation utilizes an interactive process to identify whether, and to what extent, reasonable accommodations are required for the interested person to perform the essential functions of their employment, service, or volunteering position.
12. The Corporation develops a reasonable accommodation plan for an interested person with a disability requesting accommodation and shares the plan with the interested person.
13. The Corporation makes the final determination of the accommodations they will provide to interested persons with disabilities who request such accommodations.
14. The Corporation maintains the reasonable accommodation plan in the interested person's file.
15. The Corporation maintains confidentiality of all information related to accommodation requests of interested persons and the reasonable accommodation plan.
16. The Corporation instructs interested persons of the Corporation's disability inclusion policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.