



# The United Green

## **Policies and Procedures for Accommodation Requests**

### **Purpose**

CeePee Industries LLC dba The United Green is committed to providing equal employment opportunities and ensuring an accessible recruitment process for all applicants, including those with disabilities, in compliance with the Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA). This policy outlines the procedures for handling accommodation requests made by applicants during the recruitment process.

### **Scope**

This policy applies to all applicants for employment at CeePee Industries LLC dba The United Green, regardless of position, and covers all stages of the recruitment process, including job applications, interviews, assessments, and onboarding. It applies to all company locations in Michigan and to all employees involved in recruitment.

### **Definitions**

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities, as defined by the ADA and PWDCRA.
- **Reasonable Accommodation:** Modifications or adjustments to the recruitment process that enable a qualified applicant with a disability to participate, provided they do not impose an undue hardship on the company.
- **Undue Hardship:** Significant difficulty or expense, considering the company's size, resources, and the nature of the accommodation.

### **Policy Statement**

CeePee Industries LLC dba The United Green will provide reasonable accommodations to qualified applicants with disabilities during the recruitment process to ensure equal access and opportunity. Accommodation requests will be handled promptly, confidentially, and in good faith through an interactive process with the applicant.

### **Procedures**

## 1. Communicating Accommodation Availability

- **Job Postings:** All job postings will include a statement encouraging applicants with disabilities to request accommodations.

Example:

*CeePee Industries LLC dba The United Green is an equal opportunity employer committed to accessibility. Applicants with disabilities may request reasonable accommodations by contacting [info@theunitedgreen.com](mailto:info@theunitedgreen.com).*

- **Application Process:** Applicants may voluntarily request accommodations through the "Contact Us" section of the company's website by providing details in the Additional Information field.
- **Website Accessibility:** The company's careers page provides an email address, [info@theunitedgreen.com](mailto:info@theunitedgreen.com), for applicants to request accommodations or reach out for assistance.

## 2. Submitting an Accommodation Request

- Applicants may request accommodation at any stage of the recruitment process (e.g., application, interview).
- Requests can be made via:
  - Email: [info@theunitedgreen.com](mailto:info@theunitedgreen.com)
  - Phone: 947-886-2427
  - In writing: United Green - 3252 University Drive, Auburn Hills, MI 48326 Attn: Human Resources
  - Verbally: During direct communication with HR or Talent Managers.
- Applicants are not required to disclose their disability but should describe the accommodation needed to participate in the process.

## 3. Processing Accommodation Requests

- **Receipt and Acknowledgment:** The Human Resources (HR) Department will acknowledge receipt of the request within two business days via the applicant's preferred communication method (e.g., email, phone, text).
- **Interactive Process:** HR will engage in an interactive dialogue with the applicant to:
  - Clarify the specific needs and barriers in the recruitment process.
  - Identify reasonable accommodations that enable participation.

- Discuss alternative accommodations if the requested one is not feasible.
- **Evaluation of Undue Hardship:** HR will assess whether the accommodation imposes significant difficulty or expense, considering:
  - The nature and cost of the accommodation.
  - The company's financial resources and size.
  - The impact on the recruitment process.
- **Decision:** HR will provide a written or verbal decision within five business days of the request, unless additional time is needed to arrange the accommodation (e.g., scheduling an interpreter). If an accommodation is denied due to undue hardship, alternative options will be offered.

#### 4. Examples of Reasonable Accommodations

Accommodations will be tailored to the applicant's needs and the specific recruitment stage. Examples for deaf applicants include:

- **Application Process:**
  - Providing text-based application options (e.g., email submissions) if the online portal is inaccessible.
- **Interviews:**
  - Arranging a certified ASL interpreter for in-person or virtual interviews.
  - Conducting interviews via written communication (e.g., email or chat) if preferred.
- **Pre-Employment Testing:**
  - Providing written instructions
  - Allowing additional time to complete tests if communication barriers exist.
- **Onboarding:**
  - Providing written instructions

#### 5. Confidentiality

- All accommodation requests and related information will be kept confidential, except as necessary to implement the accommodation or comply with legal requirements.

- Records of accommodation requests will be stored separately from general application materials in a secure HR database.

## 6. Responsibilities

- **Applicants:**
  - Request accommodations in a timely manner and provide sufficient information about their needs.
  - Participate in the interactive process to identify suitable accommodations.
- **HR Department:**
  - Ensure all recruitment materials and processes comply with ADA and PWDCRA requirements.
  - Train Talent Managers on accommodation procedures and disability nondiscrimination.
  - Coordinate accommodations, such as hiring interpreters or modifying processes.
- **Talent Managers:**
  - Notify HR of any accommodation requests received directly from applicants.
  - Implement accommodations as directed by HR during interviews or assessments.

## 7. Resources

- **Internal:** Contact the HR Department at [HR Contact Email/Phone] for assistance with accommodation requests or policy questions.
- **External:**
  - **Michigan Department of Civil Rights (MDCR):** Guidance on PWDCRA compliance ([michigan.gov/mdcr](http://michigan.gov/mdcr), 1-800-482-3604).
  - **Deaf and Hard of Hearing Services (DHHS):** Interpreter services and accessibility resources in Michigan ([dhhsmi.org](http://dhhsmi.org)).
  - **U.S. Equal Employment Opportunity Commission (EEOC):** ADA compliance information ([eeoc.gov](http://eeoc.gov), 1-800-669-4000).

## 8. Complaint Process

- Applicants who believe they have been denied a reasonable accommodation or discriminated against based on disability may file a complaint with:

- **Michigan Department of Civil Rights (MDCR):** Within 180 days of the alleged violation ([michigan.gov/mdcr](http://michigan.gov/mdcr)).
- **EEOC:** Within 300 days if filing under the ADA ([eeoc.gov](http://eeoc.gov)).
- Internal complaints can be submitted to [info@theunitedgreen.com](mailto:info@theunitedgreen.com) or 947-886-2427 for review and resolution.

## **9. Policy Review**

This policy will be reviewed annually by the HR Department to ensure compliance with federal and Michigan laws and to incorporate feedback from applicants and employees.

## **Approval**

This policy has been approved by the Human Resources Director of CeePee Industries LLC dba The United Green and is effective as of January 1, 2024.

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