



Accessibility Accommodations Policy

Midera Food Processing, Inc. is committed to providing an accessible and inclusive workplace where all employees and applicants have equal opportunities to participate and succeed. We will provide reasonable accommodations to qualified individuals with disabilities and other accessibility-related needs, consistent with applicable laws and business requirements.

Scope

This policy applies to:

- Job applicants
- Employees
- Temporary workers, interns, and contractors, where required by law
- Visitors participating in Midera sponsored activities

Policy Statement

Midera will make reasonable efforts to remove barriers and provide accommodations that enable individuals with disabilities or accessibility needs to:

- Apply for employment
- Perform essential job functions
- Participate in training, meetings, and workplace activities
- Access Midera facilities, systems, communications, and services

Accommodations will be evaluated on an individualized basis and provided unless doing so would create an undue hardship for Midera.

Requesting an Accommodation

Individuals who need an accommodation should contact Human Resources. Requests may be made verbally or in writing.

Individuals are encouraged to provide sufficient information regarding:

- The limitation or barrier they are experiencing
- The accommodation requested, if known
- How the accommodation will assist them

Midera may request reasonable supporting documentation when permitted by applicable law and when necessary to evaluate the request.

Interactive Process

Upon receiving a request, Midera will:

1. Review the request promptly.
2. Engage in a good-faith discussion with the individual.
3. Assess possible accommodation options.
4. Implement an approved accommodation when appropriate.
5. Periodically review accommodations as needed.

Examples of Accommodations

Accommodations may include, but are not limited to:

- Modified work schedules
- Remote or hybrid work arrangements where appropriate
- Accessible technology or software
- Screen readers or assistive devices
- Workplace modifications
- Ergonomic equipment
- Accessible communications or documents
- Interpreters, captioning, or other communication supports
- Leave of absence or modified duties, where appropriate

Confidentiality

Midera will maintain the confidentiality of information related to accommodation requests and medical documentation to the extent required by law. Information will be shared only with those who have a legitimate business need to know.

Non-Retaliation

Midera prohibits retaliation against any individual who:

- Requests an accommodation
- Participates in the accommodation process
- Assists another individual in requesting an accommodation
- Raises concerns regarding accessibility

Any concerns regarding retaliation should be reported to Human Resources immediately.

Responsibilities

Employees and Applicants

- Request accommodations when needed.
- Participate in the accommodation process in good faith.
- Provide information reasonably necessary to assess accommodation options.

Managers

- Forward accommodation requests to Human Resources promptly.
- Support the accommodation process.
- Maintain confidentiality.

Human Resources

- Coordinate accommodation requests.
- Ensure consistent application of this policy.
- Maintain appropriate records.
- Monitor compliance with applicable legal requirements.

Questions

Questions regarding this policy should be directed to Human Resources.