

## **ACCOMMODATION POLICY**

It is the policy of Kelly Services to comply with all applicable federal and state laws concerning the employment of persons with disabilities. Consistent with that commitment, it is Kelly's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Kelly Services will seek to provide reasonable accommodations to individuals with disabilities, unless to do so would cause undue hardship. Accommodations related to pregnancy, childbirth, and lactation would also be considered within this policy. An applicant or employee in need of a reasonable accommodation should promptly provide notice to their Kelly Representative, so that the individual and Kelly can work together to arrive at a reasonable accommodation, if such exists. Reasonable disability related accommodation may include exception to applicable leave or attendance policies. Kelly Services will not deny employment opportunities based on the need to make reasonable accommodations related to a disability or pregnancy.

If an individual believes there has been a violation of this Policy or believes he or she has experienced harassment or retaliation based on his or her disability or for requesting a disability related accommodation, the individual should contact their Kelly Manager, Supervisor or Kelly's Human Resources Knowledge Center at 877-301-8460 or [HRknowledgecenter@kellyservices.com](mailto:HRknowledgecenter@kellyservices.com) to discuss this policy or any additional questions regarding this policy.



Chief Human Resources Officer