

Subject:**Region/Country:** US

ADAAA Accommodation Policy

Effective Date: January 1, 2017**Supersedes:****Dated:**

Scope

Conduent Business Services, LLC and its subsidiaries provide this policy as a guide for employees. This policy applies to all employees of Conduent Business Services, LLC and its subsidiaries who are based in the Region/Country identified above and any reference hereafter to Conduent is a reference to Conduent Business Services, LLC and its subsidiaries.

Summary

Conduent will make reasonable accommodation for known physical and mental limitations of qualified applicants, employees and contractors, consistent with Federal and State laws, such as the Americans with Disabilities Act (ADA), and the Americans with Disabilities Amendment Act (ADAAA). This commitment is evident in our application and hiring practices, and our performance management practices.

Definitions

Disability under ADAAA: Under ADAAA, a disability is defined as a physical or mental impairment that limits one or more major life activities. An employee may be considered disabled if he or she exhibits a disability, has a record of such impairment or would be perceived as having such impairment. However, in all circumstances, Conduent can accommodate only when such a disability is made known to the company by the employee him or herself, not through hearsay.

Reasonable accommodation: an adjustment to the job or work environment that enables a qualified employee with a known disability to perform the essential job functions of his or her own job, and may include any of the following:

- Restructuring the non-essential functions of the job
- Implementing part-time or modified work schedules
- Re-designing work areas or equipment
- Making facilities accessible
- Providing reasonable periods of time off.

Policy

I. Requesting an Accommodation

Through an Interactive Process, Conduent will work with the employee, management, and his or her health care provider(s) to identify a reasonable and effective accommodation for disability, if such an accommodation is possible.

An employee has some key responsibilities in enabling Conduent to conduct this process. The employee must:

- Demonstrate his or her qualification to perform the job
- Be capable of performing the essential functions of the job

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Conduent Ethics and Compliance Program Internet Site: www.conduent.com/ethics

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- Notify Conduent that an accommodation is needed
 - Provide all applicable supporting documentation needed by Conduent to determine whether an accommodation is needed, and if so, the nature and scope of the accommodation
 - Actively participate in the Interactive Process, which includes determining if the accommodation can be changed to minimize the impact to Conduent.

For the Interactive Process to proceed, the employee must provide information about the nature of the disability and the accommodation, as requested and according to the timelines established.

II. Reasonable and Effective Accommodation

- A disabled employee is entitled to a reasonable and effective accommodation, which may not be the accommodation that the employee requested, or prefers.
- Through the Interactive Process, Conduent will work with the employee, management, and his/her medical provider(s) to identify a reasonable and effective accommodation, if such an accommodation is possible.
- Conduent may periodically review granted accommodations under this policy to ensure that they are consistent with business necessity and that the underlying circumstances upon which the accommodations were granted have not changed. This may require the employee to submit updated documentation from their medical provider

III. Health and Safety Considerations

- An accommodation is not reasonable or effective if it puts the employee, co-workers, or others, at risk.
- Similarly, the Company may ask any employee to demonstrate fitness for duty at any time, if it appears that the employee cannot safely perform his or her job.
- This applies to all employees, regardless of whether they have a demonstrated disability.

IV. Interpretation

Conduent's interpretation of this Policy is final. Conduent may amend, terminate, or vary from this policy, at any time and in any situation, in its absolute discretion.

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Exceptions

Within the boundaries of each policy there may be 'allowable' exceptions, and where this is the case the policy owner (e.g. Global Leader, Compensation for the Compensation Policy) will oversee and grant the exception subject to approval of the Chief Human Resource Officer.

Without the necessary approvals, no exceptions may be made to the existing HR policy nor granted to specific individuals. Any other exception would be classified as unauthorized and would be considered a policy violation. Where a policy exception is made without the appropriate approvals disciplinary action, up to and including termination may be taken against the employee(s) who authorized the exception.