

# **Circletree Enterprises Disability Policy**

## **Policy Introduction**

Circletree Enterprises and its affiliated companies are committed to offering equal opportunities to all employees, regardless of whether or not they have a disability.

We believe that a workplace should be safe and civilized. We will not tolerate harassment, discrimination, or offensive behavior of any kind, which includes the persistent demeaning of individuals through words or actions, the display or distribution of offensive material, or the use or possession of weapons on any premises of Circletree Enterprises or its affiliated companies.

We recognize that ensuring equal opportunities for people with disabilities may involve making adjustments to the working environment or other employment arrangements. These adjustments will be made within a reasonable time.

## **Recruitment, Selection, and Promotion**

We recruit, select, and promote our employees based on their qualifications, relevant experience, and merit, without discrimination or concern for disability.

Job specifications will be limited to those requirements that are necessary for the effective performance of the job.

Candidates will be assessed objectively against the requirements of the job, taking into account any reasonable adjustments that may be required for candidates with a disability.

## **Medical Data**

It may be necessary to request a medical, vocational, or functional assessment of the employee in relation to disability.

We will ensure that any individual's personal data, including data related to her or his health, is handled in accordance with all applicable laws, regulations, and treaties.

## **Your Responsibility**

Employees should inform us if they believe that they have a disability that may disadvantage them.

Every employee has a personal responsibility to comply with this policy and to do their best to ensure that it is adhered to in our day-to-day work. Employees must not discriminate or help others to do so in contravention of this policy.

Disciplinary action will be taken against any employee who is found to have committed an act of disability discrimination. Any breaches of this policy or harassment of a disabled person for a reason related to her or his disability will be treated as gross misconduct.

## **Reporting Complaints**

If you believe that discrimination and/or harassment is taking place, you should report such instance to your direct report.

If you are not comfortable talking to your direct report, you should reach out to another manager in the Company.

All allegations of discrimination or harassment will be taken seriously and investigated appropriately.