

# Accessibility Company Policy Template

Welcome to [Company Name]! We are committed to creating an inclusive and accessible workplace for all employees. As part of our onboarding process, we want to ensure that all new hires are aware of our accessibility policies and procedures.

## 1. Accommodation Requests:

If you require any accommodations to perform your job duties due to a disability, please inform HR as soon as possible. We will work with you to provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA).

## 2. Accessibility Training:

All employees will receive training on accessibility best practices to ensure that our workplace is accessible to everyone. This training will cover topics such as creating accessible documents, using assistive technology, and accommodating colleagues with disabilities.

## 3. Accessibility Resources:

We provide resources and support for employees with disabilities, including access to assistive technology, ergonomic equipment, and other accommodations as needed. If you have any questions or concerns about accessibility, please reach out to HR.

## 4. Accessibility Compliance:

[Company Name] is committed to complying with all relevant accessibility laws and regulations, including the ADA and Section 508 of the Rehabilitation Act. We strive to create a barrier-free environment for all employees.

## 5. Feedback and Suggestions:

We welcome feedback from employees on how we can improve accessibility in the workplace. If you have any suggestions or concerns, please share them with HR so we can continue to enhance our accessibility initiatives.

By following these policies and procedures, we can ensure that all employees have equal opportunities to succeed at [Company Name]. Thank you for your commitment to creating an inclusive and accessible workplace.

Sources:

- ADA.gov: <https://www.ada.gov/>
- Section 508: <https://www.section508.gov/>