



## **Signum University Policy on Employing Individuals with Disabilities**

Signum University complies with all relevant provisions of the Americans with Disabilities Act, which prohibits discrimination against qualified persons with disabilities in the application process, in hiring, promotion, firing benefits, or any other conditions of employment. A disability is defined as a physical or mental condition, past or present, that substantially limits one or more major life functions, or if an individual is regarded or perceived, correctly or incorrectly, as having such a condition. An employee will be considered qualified for certain position as long as they meet the education, skill, experience, and other job-related requirements of the position and can perform the essential functions of that position with or without reasonable accommodation.

At Signum, we value working with people of all abilities. We are committed to making reasonable accommodations for individuals with disabilities whenever possible, and encourage such individuals to apply for employment or advancement opportunities. A reasonable accommodation is a change to the work environment or procedures to assist a person with a disability to apply for or perform a job, or to enjoy the benefits of employment. Reasonable accommodation may change or vary according to the circumstances, and need not be the specific accommodation requested if another accommodation will work. The ADA does not require Signum to provide an accommodation if doing so would cause undue hardship. If you are disabled and desire a reasonable accommodation, please speak to your supervisor or the Employment Team. We will discuss options with you for reasonable accommodation, and determine whether such accommodation can be made, with a goal of arriving at a mutually satisfactory solution.