



YOUR WORK/LIFE BENEFITS

People Leader Guide to ADA Accommodation

The following information is to guide you through your team member's (TM) Americans with Disabilities Act (ADA) accommodation process. Grainger is here to support you throughout this process.

As part of its commitment to team members, Grainger will provide reasonable accommodations, when possible, to team members with a protected disability. These accommodations will enable them to perform the essential functions of their job, provided the accommodation does not cause Grainger undue hardship. Grainger will engage in an interactive process with you to identify possible reasonable accommodations, if any, that will help your TMs perform the essential functions of their job. However, Grainger does not guarantee that a particular accommodation will be granted.

Examples of accommodations:

- ▶ Longer breaks or additional breaks
- ▶ Availability to sit during a shift
- ▶ Work station modification
- ▶ Modifying work schedule
- ▶ Leave as an accommodation

What is a reasonable accommodation?

A reasonable accommodation is any change in the work environment or the way a job is normally performed that enables an individual to perform the essential functions of the job. If your TM needs an accommodation to stay at work or to assist your TM in returning to work from a leave of absence, please begin this process.

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People Leader Accommodation Checklist

- ▶ Provide your TMs with the phone number for the Grainger AbsenceOne Leaves Team to begin the intake process for a request for accommodation. To **open a new accommodation report**, call the Grainger AbsenceOne team at 1-888-477-3781, **option 3** (Total Rewards/Leaves), **option 1** (Leaves), **option 3** (Job Accommodations), **option 1** (new).
- ▶ Direct your TMs to provide the requested information to the Grainger AbsenceOne Leaves Team; you may assure them that their medical information will remain confidential and not be shared with you.
- ▶ The Grainger AbsenceOne Leaves Team will review eligibility for accommodations and various leaves with your TMs and help determine which apply to their circumstances.
- ▶ Engage in the interactive process, with assistance from the ADA Compliance Lead. Keep an open line of communication with your TMs and HR support throughout this process.

The Interactive Process (ADA)

- ▶ The interactive process means that Grainger and team members work together when team members request an accommodation.
- ▶ Work with the ADA Compliance Lead (and your HR support, when needed) to discuss the accommodation request and throughout the process.
- ▶ Assist in implementing the accommodation.
- ▶ Encourage ongoing communication with all parties.
- ▶ Monitor how your TMs are doing with their accommodation and report any issues to your HR support and/or the ADA Compliance Lead.

Contact Information

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