



320 Riverside Drive 1-A
Northampton, Ma 01062
413-586-7350
Fax 413-586-7351

EcoBuilding Bargains
83 Warwick Street
Springfield, MA 01104
413-788-6900
Fax 413-788-6909

Equal Access and Accommodation Policy

It is CET's (Center for EcoTechnology's) policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act of 1990 (ADA), as amended in 2008 (ADAAA) and related state and local laws. CET will not discriminate against any qualified employee, job applicant, or program participant with respect to any terms, privileges, or conditions of employment or program participant because of physical or mental disability.

In addition, CET will make reasonable accommodations for employees, applicants, and program participants with disabilities, provided that any accommodations made do not impose an undue hardship on CET and provided:

- The employee or applicant is otherwise qualified to safely perform the essential functions of the job, with or without accommodation.
- The program participant is otherwise eligible to participate in the program.

Accommodation Process

If you have a known disability, we try to provide reasonable accommodation(s) necessary to enable you to perform the essential functions of your position or participate in our programs.

We never assume that you have a "disability" or require reasonable accommodation. Instead, we try to provide reasonable accommodations to applicants, employees and program participants as a good business practice. It is always up to you to alert CET to your need for accommodation.

When someone comes forward with a request for reasonable accommodation, we treat the request seriously and with respect. You play a vital role in identifying the barriers to the performance or participation and identifying possible solutions. Together, we work with you to evaluate the possible solutions. We then reserve the decision as to which, if any, is/are reasonable and any costs (financial or otherwise) associated with each possible solution.

"Reasonable accommodations" are modifications or adjustments to the work or program environment, or to the manner or circumstances under which these are customarily performed that enable a qualified individual with a disability to perform the essential functions of that position or participate in the activity and do not cause an undue hardship. Accommodations will depend on the circumstances, including the barriers or restrictions the individual has and the effectiveness of the suggested modifications in removing barriers or restrictions.

In most cases, we will follow the same set of steps whenever someone with a known disability has requested reasonable accommodation: We will identify the essential functions of the job, if applicable; we will identify the barriers to the performance or participation caused by the disability; we will identify all possible solutions to eliminate the barriers; we will identify the possible solutions which are reasonable accommodations; and finally, we will select and implement one or more of the identified



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reasonable accommodations.

This process is sometimes called an “Interactive Dialogue.” It may happen all in one meeting or take place over the course of several conversations and meetings. You are encouraged at every step to provide relevant information, to voice your opinions, and to ask questions as they come up. While we have full discretion to evaluate and select reasonable accommodations, we value your opinion in determining the effectiveness and desirability of any possible accommodation.

If you have any questions about this notice, or if you believe you have a disability that requires accommodation with respect to your employment or a CET conducted program or activity, you may contact CET to learn how and where to file a complaint:

Director, People & Culture
320 Riverside Drive 1A
Northampton, MA 01062
413-586-7350 or hr@cetonline.org