# ACCOMMODATION POLICY

Kelly is committed to providing a workplace environment that is inclusive and respects the dignity of those in our workforce. Consistent with that commitment, Kelly will ensure that persons who are otherwise able to work are not unfairly excluded from doing so based upon disability and will make all reasonable efforts to accommodate the needs of applicants and employees in all employment processes including but not limited to, hiring, advancement, discharge, compensation, or training. In general terms, accommodation entails making changes to the workplace or the employee's working conditions in a way that ensures the employee is not unfairly excluded based upon their disability.

To comply with applicable laws ensuring equal treatment with respect to employment for individuals with disabilities, Kelly will make all reasonable accommodations for the known physical or mental limitations of an individual with a disability who is otherwise able to work, up to the point of undue hardship. A reasonable accommodation may include an action which enables an individual with a known disability to perform the essential functions of their position.

If you require an accommodation under this Policy, you should contact Kelly Canada’s Human Resources at Mailbox HR Knowledge Center [HRKnowledgeCenter@kellyservices.com](mailto:HRKnowledgeCenter@kellyservices.com) to begin an interactive dialog. If an individual believes there has been a violation of this Policy or believes they have experienced harassment or reprisal based on their disability or for requesting a disability related accommodation, the individual should contact their Kelly Manager, Supervisor or Kelly Canada’s Human Resources Department at Mailbox HR Knowledge Center [HRKnowledgeCenter@kellyservices.com](mailto:HRKnowledgeCenter@kellyservices.com) to discuss this policy or any additional questions regarding this policy.

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Chief People Officer