

### **Kansas Department of Agriculture Americans with Disabilities Act Policy**

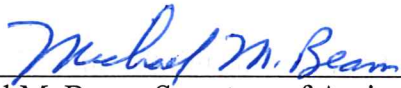
The Americans with Disabilities Act of 1990, as amended, (“ADA”) is a federal anti-discrimination statute designed to remove barriers that prevent individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. The Kansas Act Against Discrimination, as amended, is a state statute offering similar protections. The Kansas Department of Agriculture (“Department”) is committed to ensuring individuals with disabilities enjoy the same opportunities as non-disabled individuals in all aspects of employment. The Department will make every effort to ensure individuals with disabilities do not encounter discrimination in the form of either outright intentional exclusion or in the form of the discriminatory effects of architectural or communication barriers. It is KDA’s policy to fully include and integrate people with disabilities in employment roles with KDA. Accordingly, all managers, supervisors, and employees shall comply with the following policies:

- 1. Discrimination Prohibited:** Individuals with disabilities who are otherwise qualified for employment or to be considered for employment shall not be discriminated against in any areas of employment or the application or hiring process, including but not limited to, job application and compensation procedures, the availability of fringe benefits, or activities sponsored by the Department. Individuals with disabilities shall not be limited in employment or career advancement within the Department, segregated from non-disabled employees or applicants in any way, or otherwise classified in any way that adversely affects their employment opportunities or status.
- 2. Contractual or Other Arrangements:** The Department shall not be a party to a contractual relationship or any other arrangement that would subject applicants or employees with disabilities to any discrimination prohibited by the ADA.
- 3. Reasonable Accommodation:** The Department shall provide reasonable accommodation for an applicant or employee with a disability, unless it can be demonstrated that providing the accommodation would impose an undue burden on the Department. If an individual with a disability requests reasonable accommodation, the Department shall make every reasonable effort to determine what accommodation is appropriate and provide that accommodation.
- 4. Retaliation or Coercion Prohibited:** No individual within the Department shall coerce, intimidate, threaten, or harass any individual because of that individual exercising his or her rights pursuant to the ADA, and shall not interfere with any individual’s enjoyment of such rights. No individual within the Department likewise shall coerce, intimidate, threaten, or harass any individual because that individual aided or encouraged any other individual in the exercise of rights protected pursuant to the ADA and shall

not interfere with any individual's attempts to aid another individual in the exercise of rights protected pursuant to the ADA.

**5. Employee Complaints:** Employees may bring complaints regarding infringement of their ADA rights or the ADA rights of another employee to the attention of their supervisor, or KDA's ADA Coordinator, or KDA Human Resources.

Steve Stankiewicz, KDA Human Resource Director, has been designated KDA's ADA Coordinator. He can be reached at KDA's Manhattan headquarters, located at 1320 Research Park Drive, Manhattan, KS 66502 or by phone at (785) 564-6711. Individuals with questions about the rights protected and the types of discrimination prohibited by the ADA can also refer to the full text of that law.



Michael M. Beam, Secretary of Agriculture



Date

Revised: 10/19