



Policy-Driven Adoption for Accessibility (PDAA) Policy

1. Purpose

This Policy-Driven Adoption for Accessibility (“PDAA”) policy outlines the commitment of Internal Data Resources, Inc (“IDR” or “the Company”), a private IT staffing firm, to create a workplace and services that are accessible to all individuals, including those with disabilities. We recognize the importance of accessibility in promoting diversity and inclusion, and we are committed to ensuring that our job applicants, employees, and clients have equal access to our services, facilities, and technology.

2. Policy Statement

IDR is committed to fostering a diverse and inclusive work environment, and we understand that accessibility is an essential component of this commitment. We are dedicated to:

2.1. Compliance: We will adhere to all applicable laws and regulations related to accessibility, including but not limited to the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Web Content Accessibility Guidelines (WCAG).

2.2. Equal Opportunity: We will provide equal employment opportunities to individuals with disabilities and make reasonable accommodations to ensure that they can perform the essential functions of their job.

2.3. Accessibility in Technology: We will ensure that our digital platforms, websites, and applications are accessible to individuals with disabilities. This includes conforming to the WCAG standards and regularly assessing and improving our digital accessibility.

2.4. Accommodations: We will provide reasonable accommodations to applicants and employees with disabilities to facilitate their full participation in the recruitment and employment process. Accommodations may include, but are not limited to, assistive technology, flexible work arrangements, and accessible communication formats.

2.5. Training and Awareness: We will provide training and awareness programs for our employees to promote understanding and respect for accessibility issues. This includes training on interacting with clients and candidates with disabilities and using accessible technology.

2.6. Third-Party Services: We will ensure that any third-party services, tools, or software we use are also accessible and compliant with relevant accessibility standards.

2.7. Client Services: We will work with our clients to ensure that our staffing services are accessible to their needs and, when possible, help them to create accessible workplace environments.

3. Roles and Responsibilities

3.1. Company-wide: Our Company depends on the collective efforts of its consultants, employees, volunteers, and partners to enhance accessibility throughout the organization. This involves:

- Recognizing and suggesting solutions for potential barriers.
- Engaging in training initiatives.

- Acquiring the skills to engage with individuals with disabilities, including those who rely on support persons or service animals.
- Becoming proficient in the use of available accessibility tools and devices.

3.2. Management: IDR's Compliance, Human Resources, and Legal departments, as well as other members of the management team, are responsible for providing the necessary resources and support to implement and maintain accessibility initiatives.

3.3. Human Resources: The HR department is responsible for ensuring that accessibility policies and practices are communicated to employees, and for managing accommodation requests.

3.4. Technology Department: The Technology department is responsible for ensuring the accessibility of digital tools, websites, and applications used by IDR.

3.5. Employees: All employees are responsible for adhering to this policy, promoting accessibility, and seeking accommodations when needed.

4. Reporting and Grievance Procedure

IDR encourages all employees, clients, and applicants to report any accessibility-related concerns or grievances. Reports can be made to HR or another designated point of contact, and they will be addressed promptly and confidentially.

5. Monitoring and Enforcement

This policy will be monitored regularly to ensure compliance. Non-compliance may result in disciplinary action, up to and including termination of employment.

6. Multi- Year Accessibility Review and Revision

This PDAA policy will be reviewed and revised on an ongoing basis as needed to reflect changes in legislation, technology, and best practices related to accessibility. IDR is committed to creating and sustaining a plan for accessibility that articulates our approach to eliminating obstacles in the workplace and enhancing opportunities for individuals with disabilities. This PDAA policy will undergo a thorough review every five years at a minimum, with the updated version being made available on the company's website. Additionally, an accessible format of the plan will be furnished upon request.

7. Conclusion

IDR is committed to creating an inclusive and accessible workplace and service environment where individuals with disabilities are treated with respect and have equal opportunities. This PDAA policy serves as our commitment to this goal and provides a framework for its implementation and continuous improvement.

Effective Date: 10/1/2023 **Review Date:** 10/5/2023

Approved By: Mary Grace Foster – Director of Compliance

Signature: *Mary Grace Foster*

Internal Data Resources, Inc: 1120 Sanctuary Parkway, Alpharetta, GA 30009