



Americans with Disabilities Act (ADA) of 1990 Policy

1.0 PURPOSE

- 1.1 To establish uniform observance of requirements of the Americans with Disabilities Act of 1990 (the "Act"), as amended, covering all United States employees and applicants of Packaging Corporation of America (PCA).

2.0 SCOPE

- 2.1 All locations, employees, and applicants of PCA.

3.0 POLICY

- 3.1 In general, the Act prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, benefits, and other aspects of employment.
- 3.2 In all hiring and employment practices, PCA makes every effort to ensure that it does not discriminate against qualified individuals who have a disability. PCA also seeks to reasonably accommodate qualified individuals with disabilities by making reasonable accommodations that do not result in undue hardship to its business operations.

4.0 RESPONSIBILITY

- 4.1 All managers and supervisors of PCA are responsible to fully adhere to PCA's observance and commitment to the provisions of the Act. Any employee knowingly violating PCA's policies or the provisions of the Act will be subject to disciplinary action, up to and including termination for any violation.
- 4.2 All employees who believe that there has been a violation of the Act or PCA policy relating to the Act should report her/his concerns to the Executive Director, Employment Law and Labor.

5.0 REQUIRED POSTING

- 5.1 Each location will be required to ensure that all legally required posters notifying employees and applicants of rights as governed by the Act are prominently displayed in area(s) where such posters can be read and reviewed by employees and applicants.

- 5.2 If necessary, bilingual translation of the federally required posters must be displayed for those employees and/or applicants unable to read or understand the English version.

Effective September 1999

Revised February 2016