

To: Applicants for employment with Debevoise & Plimpton LLP

From: Human Resources

### **Disability Accommodation Policy**

The firm is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”), the Rehabilitation Act and state and local laws prohibiting discrimination on the basis of and requiring reasonable accommodation of disabilities. It is also committed to including individuals with disabilities who voluntarily self-identify in its affirmative action program. It is the firm’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the individual can perform the essential functions of the job, with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the firm will provide reasonable accommodations to a qualified individual with a disability who has made the firm aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the firm. Reasonable accommodations will be made for applicants with disabilities upon request to ensure they have an equal opportunity to compete for jobs for which they are qualified and applicants will be provided with a means to request an accommodation.

Employees or applicants with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Rachel B. Dressler, Director of Human Resources at 919 Third Avenue, 28<sup>th</sup> Floor, New York, NY 10022, 212.909.7388 (TTY), 212.909.6033 (FAX). The firm encourages individuals with disabilities to come forward and request reasonable accommodation.

### **Procedure for Requesting an Accommodation**

The firm will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the firm’s overall financial resources and organization, and the accommodation’s impact on the recruiting process including its impact on the firm’s ability to conduct business and service its clients.

After the above process, the firm will inform the employee or applicant of its decision on the accommodation request.

The law does not require the firm to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify a member of the Equal Employment Opportunity Committee. All such inquiries or complaints will be treated as confidentially as possible to the extent consistent with the need to investigate the complaint and take appropriate remedial action.

Medical information is treated confidentially in accordance with all applicable law. Information about a disability may be disclosed to (i) supervisors and managers about work restrictions or necessary accommodations; (ii) first aid and safety personnel if, and to the extent appropriate, you have a condition that might require emergency treatment; and (iii) to government officials engaged in enforcing laws administered by the U.S. Equal Employment Opportunity Commission or U.S. Office of Federal Contract Compliance Programs (such as the Americans with Disabilities Act and Rehabilitation Act).

### **Accommodation of Religion**

The firm will provide reasonable accommodation of religious beliefs and practices so long as the accommodation does not cause an undue hardship on the firm in accordance with all applicable federal, state and local laws.

***Debevoise is an equal opportunity/affirmative action employer. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, or national origin or any other legally protected category.***