



Workplace Accessibility and Accommodations for People with Disabilities Policy

PURPOSE

This policy states Air Products' commitment to creating an inclusive and accessible workplace by providing reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of their job, unless doing so would cause undue hardship or result in a threat to the health and safety of an individual or his/her colleagues. It also reinforces that the Company will fully comply with all relevant regional legislation.

GENERAL PRINCIPLES

1. Qualified candidates and employees living with disabilities add value to our organization through their diversity of thought, style and life experience—all of which contribute substantively to our ability to operate as a growing and innovative organization.
2. In order to facilitate the recruitment, development and retention of qualified individuals with a disability we will provide **reasonable accommodations** so that:
 - Candidates with a disability do not face barriers that prevent them from applying or interviewing for positions for which they are qualified.
 - Employees with a disability do not face barriers that otherwise prevent them from performing the essential functions of the job for which they are qualified.
- 2 All requests for reasonable accommodations will be processed in a prompt and respectful manner, through a defined process and using interactive dialogue.
- 3 While Air Products strives to provide effective and reasonable workplace accommodations, the Company is not obligated to provide accommodations that:
 - Would create undue business hardship.
 - Fundamentally alter the essential functions of a job.
 - Present a threat to the health and safety of an individual or his/her colleagues.

ADMINISTRATION

The Vice President, Human Resources has overall responsibility for establishing a reasonable accommodations policy for the company and ensuring compliance with applicable laws and for providing guideline and direction in implementing this policy.

The Equal Employment Officer (EEO) is responsible for keeping current with relevant regulations and best practices; administering the guidelines and work process needed to implement this policy.

HR Operations are responsible for determining if employee requests are covered by this policy or some other relevant policy/standard. They are key participants in the interactive dialogue to determine and validate accommodation requests.

Managers are key participants in the interactive dialogue and have responsibility for final approval of all accommodations decisions and ensuring effective implementation.

Employees are responsible for notifying HR and their manager that they request an accommodation, being qualified to perform the essential duties of the job (with or without reasonable accommodations), and providing documentation to support an accommodation need, if requested. They are key participants in the interactive dialogue.