

Workplace Accommodations Policy (NA)

Scope

All employees of Zebra Technologies Corporation and its subsidiaries (“Zebra”) located in the United States and Canada.

Overview

Zebra is dedicated to ensuring that we have a transparent and consistent process to meet the needs of applicants or employees requesting workplace accommodations.

Purpose

Zebra will comply with applicable laws to ensure equal employment opportunities for individuals with disabilities or for those with a sincerely held religious belief. Zebra will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability or for an individual seeking to follow his or her own religious beliefs or practices, who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Policy

DISABILITY ACCOMMODATIONS

Any employee who requires an accommodation to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact their Human Resources Business Partner to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when Zebra receives notice from its own observation or another source that a medical impairment may be impacting the employee’s ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. Zebra will evaluate information obtained from the employee, and possibly the employee’s health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on Zebra and/or a direct threat to the health and/or safety of the individual or others, Zebra will generally make the accommodation, or it may propose another reasonable accommodation that may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

Zebra will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law. Employees who wish to request unpaid time away from work to accommodate a disability should speak to Human Resources.

APPLICANTS

All Zebra applicants must have accessibility to all steps in the application process and are protected from disability related questions that could potentially screen them out of the application process. Applicants will not be asked questions that are likely to elicit information about a disability or an applicant's medical or workers' compensation history. However, applicants may be asked questions concerning their ability to perform the essential functions of a job. Reasonable accommodations may be provided to qualified applicants to ensure accessibility to all phases of the process.

RELIGIOUS ACCOMMODATIONS

Zebra will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified, and a reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to Zebra.

Zebra has developed an accommodation process to assist employees, management, and Human Resources. Through this process, Zebra has a system of open communication between employees and Zebra to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and the employee's request for accommodation to the attention of their Human Resources Business Partner to initiate the accommodation process. Accommodation requests should be made in writing, and in the case of schedule adjustments, as far in advance as possible.

Zebra will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

Ownership and Enforcement

REQUEST FOR ACCOMMODATION

If you believe that you need a reasonable accommodation to perform essential functions (i.e., critical elements) of your position, please notify the Workplace Accommodation mailbox at Workplace.Accommodations@zebra.com. If you are unable to make this request yourself for whatever reason, a family member, physician or other responsible person can make it for you.

REQUIRED INFORMATION TO PROVIDE

Once the process is initiated, to be able to consider your request for a workplace accommodation, the company may need to obtain information from you or your medical provider sufficient to determine the existence of a disability or pregnancy related condition, the disability related limitations and/or workplace barriers that need to be accommodated because of the condition, and the requested accommodation, if known. Be assured that any Company request for medical information will be limited to what is necessary to ascertain your disability and/or pregnancy related condition and your functional limitations for which the reasonable accommodation is sought. Please also be assured that your request for a reasonable accommodation, including any medical or disability related information you provide, will be treated as confidential and maintained in a separate medical file.

NEXT STEPS

After we receive your request, we will provide you with written confirmation of receipt. We will also follow up with you regarding any additional information that may be needed. Finally, you will receive the Company's written decision on your requested accommodation which may contain an individualized accommodation plan, as applicable; a description of any required follow-up; and the availability of any alternative solutions, if applicable. Although times may vary from case to case, the time frame for responding to your request should be within 10 business days if no additional documentation is needed from you and 30 (thirty) calendar days if the company needs more information to process your request. Of course, these timelines can be impacted by you or your provider's inability or delay in responding to requests for information.

RECERTIFICATION

Accommodations that have been approved on a long-term basis will need to be recertified every 12 months from the date of the initial accommodation approval. The recertification process follows the same accommodation approval steps as outlined above. Failure to cooperate with a recertification request may result in the discontinuation of the workplace accommodation.

DEFINITIONS

The term **Disability** is used in this policy to refer to a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major life activities include caring for oneself, performing manual tasks, seeing, hearing, learning, reading, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, concentrating, thinking, and communicating.

The determination of whether an impairment **substantially limits** a major life activity requires an individual assessment; an impairment that is episodic or in remission may meet the definition when active.

A **qualified individual** is one who with or without a reasonable accommodation can perform the essential functions of their position.

A **reasonable accommodation** is any change in the work environment and may include, but is not limited to, making facilities readily accessible to and usable by individuals with disabilities, job restructuring, modified work schedules, remote work, reassignment, and/or use of additional equipment or devices.

Undue hardship is any action that would require significant difficulty or expense to Zebra and includes an assessment of the cost of the accommodation, the resources available, the number of individuals affected, and the type of position and function of the workforce.

Essential functions of the job include job activities that are determined by Zebra to be essential or core to performing the job and are those that cannot be modified.

Support

All questions or concerns related to this Policy should be directed to your HR Business Partner.

ACCESSIBLE INFORMATION

If you need any information relating to your employment provided in an accessible format, please direct this request to the email address provided above. In your request, please include the best daytime contact information to reach you and briefly describe what information you are seeking to have made accessible and what format you would like the information provided.

Appendix

Revision History

REV	DESCRIPTION	DATE	AUTHOR
1.0	Original Policy (US & Canada)	February 12, 2019	Legal & HR
1.1	Inserted definitions and applicant section	October 1, 2021	Legal