

## **Americans with Disabilities Act (ADA) Compliance Policy**

### **OBJECTIVE**

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At Cirrus Logic, we believe that everyone should be treated fairly and with respect. This is in line with our corporate values related to Integrity, Communication and Job Satisfaction. We believe everyone should feel comfortable coming to work each day – and if they don't – we want to be sure they have an outlet to bring to our attention any issues they observe or personally experience.

### **SCOPE**

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This policy applies to all U.S. employees of Cirrus Logic as well as to the selection process and treatment of applicants, independent contractors, and contingent workers working on the Cirrus Logic premises who are employed by temporary agencies, and all other persons or firms doing business with or for Cirrus Logic.

This policy applies to all terms, conditions, and privileges of employment including, but not limited to, recruitment, placement, transfer, promotion, compensation, training, benefits, leaves of absence, termination, layoff, working conditions, wages and salary administration, application of policies and all social and recreational programs.

This policy does not form part of an employee's contract of employment and the Company may amend it at any time.

### **POLICY STATEMENT**

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#### **ADA (Americans with Disabilities Act)**

Cirrus Logic is committed to complying fully with the Americans with Disabilities Act (ADA) and the Rehabilitation Act, and all applicable federal, state and local laws. The company does not discriminate against qualified individuals with a known physical, mental or sensory disability in regard to application procedures, hiring, separations, promotions, pay and compensation, training or other terms, conditions and privileges of employment. We will make every effort to provide reasonable accommodations to qualified individuals with a disability so that they can perform their essential job functions, unless doing so causes a direct threat to the health and safety of anyone in the workplace or creates an undue hardship to Cirrus Logic. Reasonable accommodation requires an interactive process, and generally it is the employee's responsibility to initiate the process by informing the company that an accommodation is needed. The initial request may be verbal or written. Please contact the Human Resources department to request an accommodation.

### **PROCESS**

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#### **Reporting and Investigation**

If an employee believes they have been subject to any form of discrimination or harassment, or a supervisor or manager becomes aware that harassment or discrimination is occurring (from personal observation, or based on an employee

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complaint), they should immediately notify anyone in Human Resources or the CEO, in person or in writing, of the complaint. Human Resources will promptly and thoroughly investigate the complaint. Employees and managers may also utilize Cirrus Logic's confidential and anonymous compliance reporting service through [EthicsPoint](#).

All complaints will be investigated promptly in an impartial manner and kept confidential to the extent possible. While Cirrus Logic will not be able to discuss specifics, we will follow up with complainants to bring closure to the complaint process.

### **Retaliation**

Cirrus Logic prohibits any form of retaliation (including hardship, loss of benefits or penalties) against any employee for bringing forward complaints in good faith or providing information about discrimination. Any employee who is found to have retaliated against another employee or manager for bringing forward a complaint of discrimination may be subject to disciplinary action, up to and including termination.

### **Requesting Reasonable Accommodation under ADA**

A request for reasonable accommodation is decided on a case-by-case basis. Once it is known that a qualified individual may need accommodation(s) to perform the essential functions of the job, contact the Human Resources Department to partner in the interactive process.

Cirrus Logic may ask for additional information in writing if the employee's identified job limitation is unclear to determine a reasonable accommodation, including the following:

- a list of the job functions or tasks they are unable to perform, or can perform only if accommodation is provided
- a suggested method of accommodation, including the source and type of any special equipment that may be needed.
- medical documentation if further information is needed to determine the appropriate accommodation

Cirrus Logic reserves the right to require an employee to undergo a medical examination and/or to obtain a medical certification regarding their ability to perform job duties. This expense will be paid for by Cirrus Logic. The ADA vendor may contact the employee's healthcare provider, if necessary, as permissible by law and will be kept confidential and shared only with HR.

Reasonable accommodations may be evaluated as to whether they:

- are job related;
- enable an employee to perform the essential functions of their job; and
- are effective to overcome an employee's physical or mental limitation;
- impose any undue hardship on Cirrus Logic's operations.

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### **Applicants for Employment**

If an applicant for employment requests a reasonable accommodation, the recruitment team will work with the applicant, hiring manager, the benefits manager, and the designated Human Resources Business Partner to engage in the interactive process to determine if a reasonable accommodation can be made.

### **Contingent Workers**

Contingent workers are eligible for reasonable accommodations under the ADA. Requests should be directed towards the staffing agency or employment agency. The agency will work with the Cirrus Logic HR department to evaluate accommodation options.

Cirrus Logic does not have to provide the exact accommodation the employee or job applicant wants. If more than one accommodation is considered reasonable, the company will decide which accommodation to provide. Accommodation requests may be denied on the basis that it is unreasonable, may cause undue hardship, or will interfere with the essential job functions. As guided by law, undue hardship may be determined based on factors such as business, operational and financial impact to Cirrus Logic.

For more information on accommodations and the ADA, please contact a member of the [Human Resources Team](#).

### **DEFINITIONS**

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***Americans with Disabilities Act*** – Prohibits discrimination against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

***Rehabilitation Act*** – Prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment, and in the employment practices of federal contractors.

***Interactive Process*** – A discussion between the employee and employer to share information about the limitations that may affect the employee's ability to perform the essential job duties. The purpose of the discussion is to have direct communication where both parties exchange essential information, explore accommodations in good faith, and identify the barriers to job performance.

***Reasonable Accommodation*** - A reasonable accommodation is generally a reasonable change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. As guided by law, a company does not have to provide an exact accommodation the employee or job applicant wants, and if more than one accommodation is considered reasonable, the company has the final authority to decide which accommodation to provide.

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### **RELATED POLICIES**

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*Code of Conduct*  
*Equal Employment Opportunity*  
*Compliance Hotline*  
*Harassment Prevention*  
*Workplace Standards*

### **WHERE TO REFER QUESTIONS**

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If you have questions about this policy, please contact a member of the [Human Resources Team](#).