Policy Statement:
PHS will not discriminate against qualified individuals with disabilities in applying for jobs, hiring, firing and job training.

Procedure:

PHS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability. PHS will strive to provide a reasonable accommodation to assist employees or applicants with a disability to perform essential job functions, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that the accommodation would not cause undue hardship. The employee is expected to participate fully with PHS in proposing and evaluating possible accommodations where appropriate. This policy of nondiscrimination applies to all personnel and employment practices, including hiring, firing, promotion, compensation, and training.

Applicants and employees are assured that all information regarding a disability shall be kept confidential except that:

- Appropriate supervisors may be informed regarding restrictions on the work or duties of disabled employees and any accommodations that have been made; and
- Government officials investigating compliance with federal laws may be informed.

All employees with responsibilities which may require knowledge of disabilities are advised that they are to treat the knowledge with confidentiality.

Any employee or job applicant who believes that s/he has been discriminated against on the basis of disability should immediately bring the problem to the attention of Human Resources. No applicant or employee will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in an investigation of any alleged violation of laws prohibiting discrimination on the basis of disability.

References:
Employee Handbook page 6