

# Reasonable Accommodations Policy

JULY 2023

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## **Disability Accommodation**

The Company recognizes and supports its obligation to reasonably accommodate qualified applicants and associates with a disability who are able to perform the essential functions of their positions with or without reasonable accommodation. The Company will engage in the interactive process and provide reasonable accommodation to otherwise qualified job applicants and associates, absent undue hardship.

## **Pregnancy Accommodation**

The Company will engage in the interactive process and, absent undue hardship, provide reasonable accommodations to pregnant associates. Accommodations include, but are not limited to:

- more frequent or longer breaks;
- time off to recover from childbirth;
- the acquisition or modification of equipment or seating;
- temporary transfer, light duty or modified work schedule;
- little or no heavy lifting;
- relocation of work area; and
- private, non-bathroom space for expressing breast milk.

The Company will not discriminate because of an associate's pregnancy or retaliate against an associate for requesting a reasonable accommodation.

## **Lactation Accommodation**

The Company provides a supportive environment where associates have the right to express breast milk during work hours. Associates who choose to express breast milk in the workplace will not be discriminated against in any way.

Associates are provided reasonable break time and a private place other than a bathroom to pump breast milk for their nursing child (for one year after the child's birth) each time such associate has a need to pump at work.

Associates have the right to request a lactation space. The Company recognizes that associate's lactation accommodation needs may change over time. Associates may request changes to their existing lactation accommodation at any point and the Company will continue to engage in the interactive process.

## **Religious Accommodation**

The Company recognizes and supports its obligation to reasonably accommodate associates' religious beliefs and practices. Any associate or applicant who perceives a conflict between job requirements and religious belief, observance, or practice should initiate the accommodation process described below. The Company will engage in the interactive process and provide reasonable accommodations to otherwise qualified job applicants and associates, absent undue hardship.

## **Accommodations for Victims of Domestic Violence, Sex Offenses of Stalking**

The Company recognizes and supports its obligation to reasonably accommodate associates who are victims of domestic violence, sex offenses or stalking. The Company will engage in the interactive process and provide reasonable accommodations which may include, but are not limited to, time off to appear as a witness in a criminal case, consult with a member of law enforcement, or attend to other criminal legal matters related to the domestic violence, sex offense, or stalking.

### **Requesting an Accommodation**

An applicant or associate who believes that a reasonable accommodation is needed should file an at-work accommodation by downloading and completing the Associate Request for Accommodation Form and attach it to a case in Workday or submit it to a Human Resources or Talent Acquisition partner. An applicant or associate seeking a reasonable accommodation can also go to their supervisor, Human Resources or Talent Acquisition partner to help initiate the process as they feel comfortable.

If you have additional questions regarding this policy, please contact myHR Support or your Human Resources partner.