

# Luxottica Employee Relations

## Understanding Workplace Accommodations

### Workplace Accommodations

Where required by law, Luxottica will provide reasonable accommodations for employees and applicants for employment with disabilities, as well as employees who require a reasonable accommodation for pregnancy, childbirth, breastfeeding, or related medical conditions.

### Additional Resources:

- [HR Solutions Online](#)
- [Employee Relations Escalation Chart](#)
- [Your Regional Manager](#)

### When Does the Accommodation Process Begin?

- When an employee with a medical condition makes a request for changes that would allow the employee to perform the essential functions of the job.
- When an applicant for employment with a medical condition makes a request for assistance in completing a job application.
- When a manager becomes aware that an employee cannot perform their work duties due to a medical condition.

**Important:**  
**Any request for potential accommodation should be escalated to the Regional Manager and Employee Relations.**

**Do not independently approve or deny an employee's accommodation request.**

### Types of Accommodations Include:

- **Physical Changes**
  - Installing a ramp
  - Modifying a workspace
  - Requesting a chair.
- **Accessibility and Assistive Technologies**
  - Providing screen reader software
  - Allowing utilization of videophones to facilitate communications with colleagues who are deaf
  - Allowing special audio equipment for use of store phone.
- **Accessible Communications**
  - Providing sign language interpreters or closed captioning at meetings and events
  - Making materials available in Braille or large print
- **Policy Enhancements**
  - Adjusting work schedules to allow employees with chronic medical issues to go to medical appointments or adjusting attendance criteria based on complications from medical issues.
  - Reducing criteria for reaching or lifting to accommodate an employee who has a restriction on reaching or lifting due to a medical issue.

*This List is not exhaustive. We should collaborate with our employees to determine what types of accommodations are most suitable given their specific circumstances.*