



Oahu Transit Services, Inc.

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[www.thebus.org](http://www.thebus.org)

**DISCRIMINATION & ACCOMMODATION POLICY  
FOR QUALIFIED INDIVIDUALS WITH DISABILITIES  
Effective: March 1, 2017**



Oahu Transit Services (OTS) prohibits all types of discrimination (including harassment) against a “qualified individual” on the basis of: (1) a current disability, (2) having a record of a disability, (3) being perceived or regarded as having a disability, or (4) having a relationship or association with someone with a disability. A “qualified individual” is an applicant or an employee who can perform the essential functions of the job in question, with or without a reasonable accommodation. “Reasonable accommodation” means any change in the workplace or the way things are customarily done to enable a qualified individual with a disability to enjoy equal employment opportunities.

If OTS is notified that a qualified individual with a disability requires a reasonable accommodation to participate in the application process, perform the essential functions of a job, or enjoy equal benefits and privileges of employment, OTS will work with that person to provide a reasonable accommodation, unless to do so would impose an undue hardship on its operations or create a direct threat to the individual or others at the workplace.

Requests for accommodations can be oral or in writing, and individuals do not have to use any particular words in making a request. Requests can be made to a non-bargaining manager in your section or directly through OTS’s Reasonable Accommodation Team in the Human Resources Office. Some workplace adjustments can be accomplished with only small changes in a common-sense fashion. Other changes are more complicated. OTS’s Reasonable Accommodation Team determines if an individual is considered “qualified” and if a “reasonable accommodation” exists. An applicant or employee needing an accommodation, or a non-bargaining manager aware of an applicant’s or employee’s need for an accommodation, should contact OTS’s Reasonable Accommodation Team. The Team will promptly engage in the interactive process with the applicant or employee regarding the requested accommodation. The policy is available in the Human Resources Office, on the OTS intranet, and online at [www.thebus.org](http://www.thebus.org). Please contact OTS’s Reasonable Accommodation Team if you are unable to visit the Human Resources Office in person.

OTS will tolerate no form of retaliation against an applicant or employee on the basis of opposing disability discrimination, requesting a disability accommodation, or participating in a disability discrimination proceeding, e.g., filing complaints, cooperating in investigations, etc.

You may reach OTS’s Reasonable Accommodation Team at [HR@thebus.org](mailto:HR@thebus.org) or by contacting one of these individuals:

Kaina Awaa, Human Resources Manager (808) 768-9491  
Jay Tamashiro, Human Resources Analyst (808) 768-9492  
Tamara Addison, Human Resources Generalist (808) 768-9493  
Facsimile (808) 768-9498

  
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J. Roger Morton, President and General Manger

03/01/2017  
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Date