

Request for Reasonable Accommodation Due to Religious Concerns Regarding a COVID-19 Vaccination Requirement and Religious Attestations

Employee Name: _____ Title: _____

Attestation of Religion/Beliefs

See the definition of "Religion" on page 3

1. Is your religious belief system part of a traditional, organized religion? Yes No
Examples: Christianity (sects: Catholic, Lutheran, Methodist, Baptist, etc.), Jewish, Buddhist, Hindi, Muslim, Sikh, Mormon, etc.

- a. If yes, name the religion & sect: _____
b. If no, explain your religious belief system. Focus on your beliefs about ultimate and fundamental concepts, such as those about life, purpose, death, creation, and other deep imponderable matters (attach additional sheets as needed)

2. Do your beliefs differ from the tenets or principles of the religious belief system described in Question 1.a. with regard to the COVID-19 vaccination? Yes No

If yes, explain the difference in belief _____

Attestation of Sincerity

See the definition of "Sincerely Held" on page 3

3. When did you adopt the religion/beliefs described in your answer to Question 1? _____

4. Explain the circumstances under which you adopted the religion/beliefs described in your answer to Question 1? _____

5. Do the beliefs described in your answer to Question 1 apply to all vaccinations? Yes No

If not, explain why not _____

6. If applicable, when did you adopt your individualized belief about the COVID-19 vaccination described in your answer to Question 2? _____

7. If applicable, explain the circumstances under which you adopted your individualized beliefs about the COVID-19 vaccination described in your answer to Question 2? _____

8. If applicable, do the beliefs described in your answer to Question 2 apply to all vaccinations? Yes No

If not, explain why not _____

Submit the completed form to Human Resources

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Attestation of Conflict

9. Explain how your religion, beliefs, practices, or observances would be violated if you were inoculated with the COVID-19 vaccine (Pfizer, Moderna, or J&J). _____

10. If requested, can you provide documentation or other authority to support your explanation of your religion/belief, the sincerity with which you hold your religion/belief, and the conflict between your religion/belief and the COVID-19 vaccination? _____ Yes _____ No

Requested Accommodation(s)

See the definition of "Reasonable Accommodation" on page 3

11. Choose or list one or more specific adjustments or exceptions to the work environment you are requesting that will allow you to perform your job and comply with our mandatory vaccination requirement while maintaining consistency with your religion, beliefs, practices, or observances.

- Proof of negative COVID-19 test on a weekly basis
- Wear a face covering while on company premises or other assigned worksites
- Maintain six feet or more of distance from employees and customers/clients, vendors, and contractors
- Change my work schedule to _____
- Work from home
- Eliminate work at locations where vaccination is required (job restructuring), if allowed and if available
- Reassign to a vacant position where vaccination is not required, if such a position exists

Requests contrary to CDC Guidelines, or laws applicable to the Company (e.g., OSHA, CMS, EO 14042), cannot be provided.

12. Is complete exemption from the mandatory COVID-19 vaccination rule the only effective accommodation for your religion/beliefs? _____ Yes _____ No

If yes, explain why _____

Signature

- The statements I have made on this form are true, complete, and accurate.
- I understand that if the company determines that I have intentionally misrepresented any information required for this request, or provided false information, I may be subject to disciplinary action, that may include my request being denied.
- I understand my request may not be granted if it does not meet the criteria required to be a sincerely held religious belief, if it is unreasonable, or if it creates an undue hardship.
- I understand I may be approved for reasonable accommodations other than those I requested in Question 11, as long as they would not violate my religion/beliefs.
- If I accept the reasonable accommodations offered, I understand and assume the risks of not receiving the COVID-19 vaccination. I further understand if I contract or am exposed COVID-19, I must immediately report it to Human Resources and comply with isolation or quarantine requirements of the Company.
- I understand that any approved reasonable accommodations will expire after one year, and that I must submit a new request form each year to obtain religious reasonable accommodations.
- I understand that any reasonable accommodations provided to me may be reconsidered at any time as knowledge, science, law, or company policies or requirements regarding COVID-19 and COVID-19 vaccination change and evolve.

Employee Signature _____ Date _____

Additional Information and Definitions

The Company prohibits discrimination on the basis of religion as part of our commitment to equal employment opportunity. As such we provide reasonable accommodations to employees whose religion or other sincerely held beliefs that conflict with performing the job or that conflict with other terms and conditions of employment.

For purposes of employment law and our policy, the following definitions and directions can be used to assist you in completing this form, and they will assist the evaluator(s) when evaluating your submission.

“Religion” is defined as all aspects of religious observance and practice, as well as beliefs, and not just practices mandated or prohibited by a tenet of your faith. Religions fall into the following categories:

- (a) Traditional, organized belief systems, such as Christianity (e.g., Catholic, Lutheran, Methodist, Baptist, etc.), Judaism, Buddhism, Hinduism, Islam/Muslim, Sikhism, Mormonism, etc.
- (b) New or uncommon belief systems regarding ultimate and fundamental ideas about life, purpose, death, and deep, imponderable matters that are not part of a formal church or sect, even if only followed by a small number of people.
- (c) Individualized belief systems in the person’s own scheme of things, parallel to those of an organized religion, regarding ultimate and fundamental beliefs such as those about life, purpose, death, moral or ethical beliefs as to what is right and wrong, and other deep imponderable matters.
- (d) Belief systems that are not part of an organized religion, but
 - Believe there is/are god(s) who is/are the creative source of the human race and the world and who transcend yet exist and operate in the world (theistic).
 - Do not believe in the existence of god(s) (atheistic).
 - Believe nothing is known or can be known about the existence or nature of a god, or of anything beyond material phenomena; a person who does not claim believe or not believe there is a god (agnostic).

Religions are often marked by observances or practices such as attending worship services, praying, wearing religious garb or symbols, displaying religious objects, adhering to dietary rules, proselytizing/evangelizing, and refraining from certain activities. Whether a practice is religious depends on the motivation for it, not the nature of it. Determining whether a belief system is a religion requires a situational, case-by-case evaluation. Religion does not include personal, social, political, philosophical, scientific, medical, or economic preferences, or isolated teachings.

The **“sincerely held”** determination is largely one of individual credibility. Factors to be considered in determining whether a religious belief is “sincerely held” include:

- (a) Whether you behave consistently or inconsistently with the professed religion/belief.
- (b) Whether the requested accommodation is a particularly desirable benefit likely sought for secular reasons (non-religious reasons).
- (c) Whether the timing of the request is suspect.
- (d) Whether there is any other reason to believe the accommodation is not sought for religious reasons.

A **“Reasonable Accommodation,”** for purposes of employment law and policy, is an adjustment to the work environment that will allow the employee to comply with their religious belief, and that does not cause an “undue hardship” on the Company.

An **“Undue Hardship”** for a religious accommodation is anything that would require the employer to bear more than a minimal cost or burden. Burdens may include compromising safety, decreasing efficiency, infringing on the rights of others, and requiring others to more than their share of hazardous or burdensome work.

Only “reasonable accommodations” that do not impose an “undue hardship” will be made.

Process: Additional information to support your request for religious accommodation may be requested to assist us in the interactive process. As examples, we may request additional explanations from you, or a statement from your faith leader, or we may request the input of a relevant religious leader or scholar. You will be notified in writing when a decision has been reached regarding this request.