

### **Equal Opportunity Employer (EOE)**

The US Holocaust Memorial Museum is fully committed to providing equal opportunity without regard to race, color, religion, sex (sexual orientation or gender identity), national origin, age, disability, genetic information or reprisal. The Museum also prohibits any form of workplace discrimination or harassment. If you have any EEO-related concerns or complaints, please contact the EEO office at [eeo@ushmm.org](mailto:eeo@ushmm.org) or 202.382.0255.

### **Reasonable Accommodation**

The US Holocaust Memorial Museum will reasonably accommodate qualified individuals with a disability unless doing so causes an undue hardship or a direct threat to workplace safety. A qualified individual with a disability is an individual who has a physical or mental impairment that substantially limits one or more major life activities, but can perform the essential functions of the job with or without a reasonable accommodation. Decisions related to granting a reasonable accommodation are handled on a case-by-case basis.

Applicants with a disability requiring a reasonable accommodation for any part of the job application and hiring process should do the following:

**For Federal Positions:** Notify the Human Resources Specialist listed on the vacancy announcement for federal jobs

**For Donated Positions:** Send an email to the address indicated in the announcement for donated jobs

### **Personal Assistance Services (PAS)**

The US Holocaust Memorial Museum will provide personal assistance services (PAS) to an employee with a disability as part of the reasonable accommodation program as long as the individual is able to perform the essential functions of the job, without posing safety issues, and the services will not impose undue hardship. Personal assistance services enable an employee to perform activities of daily living that an individual would typically perform if he or she did not have a disability, such as eating and using the restroom. The Museum will provide PAS when an employee is working including travel. The same policy and procedures for reasonable accommodation will be followed for PAS.