



Reasonable Accommodation Policy

Overview

April 2025



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Reasonable Accommodations

To assist our Consultants with a mental or physical disability, who suffer on-the-job injuries, or who have known limitations due to pregnancy, childbirth, or a related medical condition (including, but not limited to breastfeeding), we will make reasonable accommodations to enable such Consultants to continue performing the essential functions of their jobs. Under this policy, we may modify job duties to comply with medical requirements or restrictions.

Depending upon the specific facts and circumstances of each situation, an accommodation may include modification of work hours; schedule changes; more frequent or longer break periods, such as bathroom breaks; providing a place other than a bathroom for expressing milk; modifying Company food or drink policies; seating accommodations; limits on lifting; relocation of work areas; making existing facilities readily accessible and usable; providing mechanical or electrical aids; transfer to a less strenuous or less hazardous position; appropriate adjustment or modifications of examinations, training materials or policies; allowing you to apply for a vacant position for which you are qualified; or granting leave. Similarly, we will make reasonable accommodations for religious beliefs and practices.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the Company, we would be unable to make the particular accommodation. Similarly, when placing a Consultant in a position, with or without accommodation, would cause the Consultant to be a direct threat to the Consultant or others, we may be unable to place them in such position.

The Company will not require any Consultant to accept an accommodation that is unnecessary to performing the essential functions of their job. Further, the Company will not require any Consultant to take leave if another reasonable accommodation is available.

If you need to request a reasonable accommodation because of a mental or physical disability, on-the-job injury or limitation due to pregnancy, childbirth, or a related medical condition, please notify your CCA. In all instances, we will promptly discuss the matter with you, investigate your request, and to the extent possible, attempt to reasonably accommodate you, and if necessary, discuss alternative accommodations that may be provided. As part of our interactive process and where allowed by law, the Company may require you to provide a certification from your health care provider concerning your need for a reasonable accommodation.

Any Consultant who has questions or concerns about reasonable accommodations in the workplace, is encouraged to discuss their questions with their CCA. We cannot provide assistance if we don't know about it. You can raise concerns and make reports and/or requests without fear of retaliation. We do not discriminate or retaliate against any Consultant for requesting or using a reasonable accommodation. Anyone who retaliates against a Consultant for reporting concerns, making an accommodation request, or using an accommodation, will be subject to discipline, up to and including immediate termination.

Policy Update and Revision History

Version number	Date	Purpose	Author	Approver
1.0	03/17/2023	Policy creation	Iain Struan	Ramesh Maturu
1.1	06/17/2024	Policy review & update	Iain Struan	
1.2	04/24/2025	Policy review & update	Chandan Mohanty	

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