

## **NON-DISCRIMINATION CLAUSE**

It is the policy of the American Board of Periodontology to evaluate every candidate solely on the merits of the candidate's application and performance. The Board and its examiners and employees shall not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, or disability.

## **ACCOMMODATION POLICY AND PROCEDURES FOR CANDIDATES WITH DISABILITIES (9/99)**

Upon timely request, the American Board of Periodontology will make reasonable accommodations to its examination procedures to accommodate candidates with a documented disability. An accommodation will be considered reasonable only if it (1) does not pose an undue financial burden on the Board and (2) does not substantially interfere with assessment of the knowledge or skills that the examination is intended to measure.

### **PROCEDURES FOR REQUESTING ACCOMODATIONS**

Any request for accommodation arising out of a disability must be made in writing at the time of submission of the application for the Qualifying or Oral Examination unless the candidate demonstrates that the disability occurred after submission of the application. Failure to make a timely request for accommodation waives any right to an accommodation.

A request for accommodation must include a brief description of the disability, a description of the accommodation sought, an explanation of why the accommodation is necessary to address the disability and supporting documentation of the disability from a licensed physician or other health care provider. The Board reserves the right to have the candidate examined, or the candidate's medical records reviewed, at the Board's expense, by a licensed physician designated by the Board.

A separate request for accommodation must be submitted with each application. If a request was made with respect to the Qualifying Examination, a new request must be submitted with respect to the Oral Examination.

The Executive Director will review any request, follow up with the candidate if necessary, and make a recommendation to the Americans with Disabilities Act Committee. The committee will determine what, if any, accommodation to provide. It will notify the candidate of its decision with ten (10) days after the decision is made.

The candidate will have ten (10) days to appeal the decision to the Appeals Committee. The candidate may appeal by writing a letter to the Executive Director explaining why the accommodation offered by the committee is inadequate. Unless the Appeals Committee decides otherwise, no presentation will be permitted other than such letter. The Committee will consider the appeal in a specially convened conference call. It will notify the candidate with ten (10) days after the decision is made.

Any questions about the this policy should to addressed to the Board Office.

## **SEXUAL HARASSMENT POLICY**

It is the policy of The American Board of Periodontology that all Directors, Consultants, Examiners, and Employees are responsible for assuring that the work place and examination process is free from sexual harassment. Because of the American Board of Periodontology's strong disapproval of offensive or inappropriate sexual behavior, all Board members, consultants, examiners, and employees must avoid

any action or conduct which could reasonably be viewed as sexual harassment, including: (1) unwelcome sexual advances, (2) requests for sexual acts or favors or (3) other communications or physical conduct of a sexually harassing nature.

Any complaint of sexual harassment shall be made to the Executive Director except that if the complaint is directed against the Executive Director, it shall be made to the Chair. All complaints will be addressed promptly and with sensitivity to the privacy interests of both the complainant and the accused individual. If it is deemed appropriate, legal counsel will be consulted.

The American Board of Periodontology will take appropriate corrective action, including disciplinary measures when justified, to remedy all violations of this policy.