

Disability Discrimination and Workplace/Religious Accommodation Policy

Effective: 01/01/2023

Issued by Southwest Airlines January 2023; Effective Until/Unless Reissued

Disability Discrimination Prohibition

Southwest Airlines prohibits any and all types of discrimination against a qualified applicant or Employee on the basis of: (1) a current disability, (2) record of a prior disability, (3) being perceived or regarded as disabled, or (4) a relationship or association with someone with a disability. A qualified applicant or Employee is an individual who can perform the essential functions of the job in question, either with or without a reasonable accommodation.

Religious Discrimination Prohibition

Southwest Airlines prohibits any and all types of discrimination against an applicant or Employee on the basis of a religious belief or practice. As noted below, Southwest Airlines will make, on request, an accommodation for such religious beliefs or practices when a reasonable accommodation is available that does not create an undue hardship on the Company's business.

Reasonable Accommodation

If Southwest Airlines is notified that a qualified individual with a disability or religious request requires a reasonable accommodation in order to participate in the application process, perform the essential functions of a job, or enjoy equal benefits and privileges of employment, Southwest Airlines will work with that person to find a reasonable accommodation unless to do so would impose an undue hardship on the operation of Southwest Airlines' business. Reasonable accommodation may include extending a leave of absence for a reasonable period on a case-by-case basis.

Southwest Airlines also provides other reasonable workplace accommodations as required by law or otherwise approved by Southwest Airlines Leadership (e.g., accommodations for disabled veterans, pregnancy restrictions).

The **Accommodations Team** is also available to Employees and Leaders regarding gender identity or transgender workplace assistance under Southwest Airlines' guidance regarding Transgender Workers.

Requesting Workplace and Religious Accommodations

Requests for workplace or religious accommodations can be either verbal or in writing and all accommodation requests should be directed to the Southwest Airlines' Accommodations Team in the People Department. The Accommodations Team is responsible for determining whether a reasonable workplace or religious accommodation can be made. As such, an applicant or Employee in need of an accommodation, or a Leader aware of an applicant's or Employee's need or request for an accommodation, should contact the Southwest Airlines' Accommodations Team. The Team will promptly engage in the interactive process with the applicant or Employee regarding the requested accommodation.

If an Employee wants to continue working with medical restrictions, whether due to an on-the-job injury (OJI), a non-occupational illness or injury, a military service-connected disability, or a pregnancy, please contact the Accommodations Team immediately to determine possible accommodation options. If the Employee can be temporarily accommodated through Transitional, Restricted, or OJI Return to Work "light duty," but will have restrictions for longer than the maximum eight-week period, please contact the Accommodations Team as soon as possible to explore other possible workplace accommodation options.

Southwest Airlines will not tolerate any form of retaliation or discrimination against an applicant or Employee for requesting a workplace or religious accommodation. Any and all concerns about discrimination or retaliation under this Policy should be directed to his/her Leaders or to Employee Relations in the People Department at HDK, Employee.Relations-DG@wnco.com.

Accommodations Team Contact Information

The Southwest Airlines' Accommodations Team may be reached by contacting the Employee Service Center by phone at (877) 792-4792 or by email at Accommodations.Team@wnco.com.