



COVID-19 Vaccine Religious Accommodation Request Form

In an effort to maintain the health and safety of our workforce, KSI Auto Parts (the “Company”) has adopted a policy requiring that its employees receive the COVID-19 vaccine. However, in accordance with its commitment to equal employment opportunities, the Company will provide reasonable accommodations with respect to this policy to qualified individuals who object to the vaccination based on sincerely held religious beliefs, observances, or practices, to the extent required by applicable federal, state, and/or local law, in order for the employee to perform the essential functions of their position, so long as such accommodation does not impose an undue hardship on the Company. If you would like to request a reasonable accommodation with respect to the Company’s COVID-19 vaccination requirement for any of the foregoing reasons, please:

- Submit this COVID-19 Vaccine Religious Accommodation Request Form and the attached Authorization for Release of Information.
- Complete Section II of this COVID-19 Vaccine Religious Accommodation Request Form and return it as directed below. Prior to completing Section II, please complete Section I and include the attached copy of your job description. All documents, including the job description, must be attached to this form.
- Submit the completed forms to Human Resources at hr@ksiautoparts.com.

The contents of this request are confidential and will only be shared as needed with the appropriate personnel to consider the implementation of any accommodation. Once Human Resources has received your completed forms, they will contact you to discuss the next steps of this process.



COVID-19 Vaccine Religious Accommodation Request Form

Section I

To be completed by employee

Employee Full Name | Print

Job Title

Supervisors Name

Department

Are you seeking an accommodation in the form of an exemption from the COVID-19 vaccination requirement due to a sincerely held religious belief? Yes No

If Yes, please identify the religious belief, observance, or practice that is the basis for your request to be exempted from the Company's COVID-19 immunization requirement (this includes moral or ethical beliefs as to what is right and wrong, which are sincerely held with the strength of traditional religious views.)

How Long will you need the requested accommodation?

Release of Information

By completing the attached Authorization for Release of Information, I hereby authorize the release of the information in Section II of this Form to KSI for the purpose of determining the availability of workplace accommodations. Because I am seeking an accommodation in the form of an exemption from the Company's COVID-19 vaccination requirement due to a sincerely held religious belief, I further authorize KSI to seek clarification of this documentation if necessary by contacting any individual who may have knowledge of my religious belief, observance, or practice.

Employee Signature

Date

Section II

To be completed by employee if seeking an accommodation in the form of an exemption from the Company's COVID-19 vaccination requirements due to a sincerely held religious belief.

In some cases, KSI Auto Parts will need to obtain documentation or other authority regarding your religious belief, observance, or practice. For example, KSI Auto Parts may need to discuss the nature of your religious belief(s), observance(s), or practice(s) and accommodation with your religion's spiritual leader (if applicable) or religious scholars.

If requested, can you obtain documentation or other authority to support the need for an accommodation? Yes No

If No, please explain why not

Employee Signature

Date