

**Office Environment - Applies to most positions including teleworkers:** Work involves sitting most of the work day greater than 50% of the time. Walking and standing are required only occasionally. Typing and applying pressure with the fingers and palm required. Expressing or exchanging ideas by means of the spoken and written word. Conveying detailed or important spoken instructions to customers and other workers accurately, clearly, and at times, quickly. Hearing: Perceiving nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information in oral communication, and to make the discriminations in sound. Repetitive motion: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Exerting up to 10 pounds of force occasionally with force to lift, carry, push, pull or otherwise move objects, including the human body. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, primarily on a computer monitor. Occasional travel required for offsite meetings and events. Normally less than 10% of the time.

Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

**Positions with 15% or more Travel work (examples - traveling Case Nurse, traveling Sales positions):** Includes "Office Environment" physical requirements listed above - and - Additional physical requirements including: Body equilibrium to prevent falling and walking, standing or crouching on erratically and potential moving surfaces. Exceeds ordinary locomotion and maintenance of body equilibrium. Stooping: Bending body downward and forward by bending spine at the waist. Kneeling: Bending legs at knee to come to a rest on knee or knees. Crouching: Bending the body downward and forward by bending leg and spine. Standing and sitting for sustained periods of time. Walking: Moving on foot to accomplish tasks, up to long distances or moving from one work site to another. Pushing: Using upper extremities to press against something with steady force to thrust forward, downward or outward. Pulling: Using upper extremities to exert force to draw, haul or tug objects in a sustained motion. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Grasping: Applying pressure to an object with the fingers and palm. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to customers and other workers accurately, and clearly, or quickly. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. Repetitive motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

The worker is required to have visual acuity to perform an activity such as: The worker is required to have visual acuity to operate motor vehicles.

The worker is subject to environmental conditions. The worker is subject to outside environmental conditions. Activities occur inside and outside. The worker could be subject to extreme cold or heat. Consideration should be given to the effect of other environmental conditions, such as wind and humidity. The worker is subject to noise. The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving

vehicles, or exposure to chemicals. The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation. The worker is required to function in narrow aisles or passageways.

Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects (up to 20% of day).

**Positions with 15% or more Physical work (examples – Corporate Real Estate/Facilities, Security):**

Includes "Office Environment" and "Travel work" physical requirements listed above in addition to: Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. Balance: Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. Exceeds that needed for ordinary locomotion and maintenance of body equilibrium. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. Kneeling: Bending legs at knee to come to a rest on knee or knees. Crouching: Bending the body downward and forward by bending leg and spine. Crawling: Moving about on hands and knees or hands and feet. Reaching. Extending hand(s) and arm(s) in any direction. Standing for sustained periods of time. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. Pushing: Using upper extremities to press against something with steady force to thrust forward, downward or outward. Pulling: Using upper extremities to exert force to draw, haul or tug objects in a sustained motion. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. Grasping: Applying pressure to an object with the fingers and palm. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. Repetitive motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The worker is required to have visual acuity to perform an activity such as: operates machines, where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer,



etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes. The worker is subject to outside environmental conditions. No effective protection from the weather. The worker is subject to both environmental conditions. Activities occur inside and outside. The worker is subject to extreme cold and heat. Consideration should be given to the effect of other environmental conditions, such as wind and humidity. The worker is subject to noise. There is sufficient noise to cause the worker to shout to be heard above ambient noise level. The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation. The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. The worker is required to function in narrow aisles or passageways.

Exerting up to and excess of 100 pounds of force occasionally, and/or excess of 50 pounds of force frequently to move objects. Also includes Sedentary work. Sedentary work involves sitting most of the time.

**For further questions on these requirements or to file for ADA (Americans with Disability Act) accommodations to perform the job, please reach out to our Human Resources team at 1-877322-7348, prompt 4 for guidance.**