

**POLICY:**

It is the policy of Monroe Energy, LLC (hereinafter referred to as “Monroe”) to ensure reasonable access to our facility to customers and invited guests (hereinafter collectively referred to as “Party/Parties).” Therefore, Monroe will take reasonable steps to ensure that said reasonable access shall be provided so that parties will have an equal opportunity to do business with, and interact with us.

**PROCEDURES:****1. NOTICE**

- a) In addition to being available online, this notice will be made available on site via public postings at the facility.

**2. PROCESS FOR RESPONDING TO REQUESTS FOR REASONABLE ACCOMMODATIONS**

- a) Individuals may request reasonable accommodations from Monroe Energy that they believe will enable them to have such equal opportunity to access our facility as an invited guest.
- b) Designated Personnel: To request reasonable accommodations, contact Dawn Womack at 610-364-8000.
- c) The requested accommodation shall be evaluated and a response will be provided within five (5) business days.
- d) All requests for accommodations shall be maintained as confidential and shared only with those individuals who are involved with evaluating the request.

**3. MONITORING REGARDING THE PROVISION OF REASONABLE ACCOMMODATIONS**

- a) In an effort to assess the efficacy of this policy to determine whether it meets the goals set out herein, Monroe will, on an ongoing basis, maintain a record of the following information:
  - 1. The type and quantity of accommodations requested,
  - 2. Whether requests were accepted or denied,
  - 3. Whether alternative accommodations were provided