

PHYSICAL, MENTAL & WORK ENVIRONMENT STANDARDS FOR IEEE POSITIONS

REFERENCE DOCUMENT

Note: The following Standards describe the work environment and the physical and mental demands for the three categories of positions at IEEE. An ability to meet these Standards is deemed essential for each position within a given category. Nevertheless, the Standards set forth herein are not exclusive, and each position may have additional work environment and physical and mental demands that are not set forth here.

CATEGORY I: OFFICE POSITIONS

Physical/Mental Demands

Most positions at IEEE are performed within an office environment whose duties are primarily performed behind a desk at an IEEE location. Employees in these positions frequently operate a computer, read and write, and interact with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, trainings, events, and other business activities. Persons in these positions frequently lift, carry, push and/or pull objects weighing up to 10 lbs. They also occasionally move objects weighing up to 20 lbs., and sometimes, but rarely, up to 50 lbs.

Persons holding these positions must have strong communication and organizational skills, and an ability to interact and work with others. They must be able to work under time constraints and deadlines.

Work Environment

Persons holding office positions are generally subject to inside environmental conditions having the lighting, temperature, and noise of an open floor-plan office environment.

CATEGORY II: MOBILE POSITIONS

Physical/Mental Demands

Mobile positions at IEEE include meeting/event planning positions, tradeshow positions, sales positions, and other positions that require frequent mobility to locations outside IEEE's facilities. Employees in these jobs frequently operate a computer, read, and write, and constantly interact with others in person, as well as

over the phone, and via other devices. Employees in mobile positions require frequent business travel to local and/or international locations. Persons in these positions frequently set up displays and presentations in both physical and electronic forms. Persons in these positions frequently lift, carry, push and/or pull objects weighing up to 20 lbs., and occasionally, up to 50 lbs.

Persons holding these positions must have strong communication, problem-solving, and organizational skills, and an ability to interact and work with others. They must be able to work independently and under time constraints and deadlines.

Work Environment

Mobile positions work in a number of different locations. Such locations are primarily indoor but may occasionally be outdoor. The work environments for mobile positions generally have the lighting, temperature, and noise of indoor working environments that range from those found in small meeting rooms to large, convention hall venues.

CATEGORY III: MANUAL LABOR POSITIONS

Physical /Mental Demands

Manual labor positions at IEEE include maintenance, warehouse, transportation, and other positions whose primary duties involve physical labor and exertion. Maintenance positions frequently operate machinery and other equipment, and clean and maintain various grounds, equipment, lighting, and other facility items. The type of work performed by persons in these positions include carpentry, electrical, and plumbing work. Persons holding transportation positions regularly operate vehicles and transport mail, packages, and other goods. Warehouse positions constantly handle equipment, packages, and other goods. Employees in manual labor positions are occasionally required to operate a computer, read, and write. They are frequently required to communicate and interact with others, in person and over computers, phones and other devices. In addition, they are frequently required to lift, carry, push, and/or pull objects weighing up to 50 lbs., occasionally, up to 100 lbs., and rarely, up to 200 lbs.

Persons holding these positions must have an ability to interact and work with others. They must be able to work under time constraints and deadlines.

Work Environment

Persons holding manual labor positions generally work at specific IEEE locations, but may occasionally be required to travel to other locations, as needed. Employees in these positions are frequently exposed to moving mechanical parts and occasionally exposed to hot or cold weather, and wet and/or humid conditions. Maintenance positions may also occasionally be exposed to high, precarious places,

fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment ranges from moderate to occasionally loud.

To ensure that individuals with disabilities have equal access to employment opportunities, the IEEE is committed to providing reasonable accommodations to qualified employees and applicants with disabilities unless to do so would cause undue hardship.

IEEE HAS THE SOLE RIGHT TO MODIFY, INTERPRET, AND APPLY THESE STANDARDS. THESE STANDARDS ARE NOT THE ONLY DUTIES OR REQUIREMENTS REQUIRED OR DEEMED ESSENTIAL FOR THE POSITIONS TO WHICH THEY APPLY. THESE STANDARDS DO NOT CONSTITUTE A CONTRACT OF EMPLOYMENT OR OTHERWISE, AS ALL EMPLOYMENT RELATIONSHIPS AT IEEE ARE "AT-WILL."