

Accommodations Policy



1. PURPOSE

The purpose of this Policy is not only to codify these principles but also to establish a mechanism for employees to submit and _____ to respond to requests for accommodations in a timely and sensitive manner.

2. POLICY STATEMENT

_____ is committed to fostering a diverse and inclusive workplace where all employees are afforded equal opportunity and treated with dignity and respect free from discrimination or harassment. In furtherance of this commitment and its obligations under human rights laws, _____ will make reasonable workplace accommodations to ensure that individuals are not unfairly excluded from carrying out their job duties and participating in work-related activities up to the point of undue hardship.

3. DEFINITIONS

For purposes of this Policy:

Accommodations means steps to eliminate barriers and discrimination against individuals;

Discrimination means any conduct or term or condition of employment that has a negative impact, whether intentional or unintentional, against an individual because of [modify the following as necessary to cover the grounds of discrimination covered in your own province or particular workplace] race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the person's employment or to intended employment;

Undue hardship occurs when a requested workplace accommodation is too costly, not viable, creates risks to health or safety or otherwise unreasonable to implement

4. SCOPE OF POLICY

- **Covered Personnel:** This Policy applies to all _____ personnel, including full- and part-time, casual, contract, permanent and temporary employees, as well as to employees on leave, and job applicants.
- **Covered Activities:** This Policy applies to all aspects of employment including but not limited to:
 - Recruitment;
 - Hiring;
 - Supervision;
 - Training;
 - Work assignments and arrangements;
 - Promotions;
 - Transfers;
 - Leaves of absence;
 - Compensation and benefits;
 - Discipline; and
 - Termination of employment.

5. ROLES AND RESPONSIBILITIES

All _____ employers, supervisors and employees have shared responsibilities in implementing this Policy:

Employer: As the employer, _____ is responsible for:

- Taking all reasonably necessary steps to eliminate the barriers that prevent individuals from enjoying equal opportunity and induce the need for accommodations;
- Ensuring that all workplace policies and procedures are non-discriminatory;
- Furnishing the resources necessary to implement this Policy;
- Ensuring that employees and job applicants are advised of their accommodation rights;
- Ensuring that requests for accommodation are addressed in a timely, fair, sensitive and, if possible, confidential manner based on the individual needs and circumstances involved;
- Providing reasonable accommodations to the point of undue hardship;
- Reviewing and revising this Policy as necessary to ensure its effectiveness.

Supervisors: Supervisors are responsible for:

- Fostering an inclusive work environment by treating all employees and job applicants with respect and dignity;
- Taking all reasonably necessary steps to help _____ eliminate the barriers that prevent individuals from enjoying equal opportunity and induce the need for accommodations;
- Helping _____ ensure that all workplace policies and procedures are non-discriminatory;
- Dealing with requests for accommodation in a timely, fair, sensitive and, if possible, confidential manner based on the individual needs and circumstances involved;
- Cooperating with individuals during the accommodation process, including but not limited, to ensuring that such individuals are notified of the information needed by _____ to evaluate their accommodation requests;
- Helping _____ implement reasonable accommodations provided;

- Helping _____ review and revise this Policy as necessary to ensure its effectiveness.

Employees & Job Applicants: Employees and job applicants requesting accommodations are responsible for:

- Notifying _____ of their accommodation needs to the best of their abilities;
- Providing the information or documentation necessary for _____ to assess their situation, evaluate their needs and respond to their requests for accommodations;
- Cooperating in all phases of the accommodation process;
- Accepting offers of accommodations that are reasonable and meet their needs even if the offered accommodations are not their first choice.

6. ACCOMMODATIONS PROCEDURE

- **Request:** Employees may request accommodations from their supervisors; job applicants may request accommodations from HR. Individuals requesting accommodations must submit information _____ requires documenting and/or assess their need for accommodation and identify suitable options.
- **Response:** All requests for accommodations will be responded to in a timely, fair, sensitive and, if possible, confidential manner. All requests for accommodation will be dealt with on their individual merits. In identifying appropriate accommodation options, _____ will consider the individual needs of the employee or job applicant making the request and the unique circumstances involved.
- **Accommodation Types:** Job applicants and employees may request and _____ will consider accommodations affecting any aspect of employment, including but not limited to with respect to:
 - Work hours and scheduling;
 - Work assignments and reassignments;
 - Work station or other physical design adjustments;
 - Provision of specific equipment, services, facilities or assistance;
 - Work procedures;
 - Leaves of absence;
 - Promotions;
 - Transfers;
 - Compensation and benefits;
 - Discipline; and
 - Termination of employment.
- **Notification:** _____ will notify all individuals who request accommodations of the response to their requests. If the request accommodation is denied, the individual will be notified of the reasons and may be offered alternative options.
- **Appeals:** Individuals who are not satisfied with the response to their accommodation requests may file an appeal with the _____ HR Department. However, individuals are also expected to accept alternative accommodations that meet their needs, even if such alternatives are not their first preference.

7. PRIVACY AND CONFIDENTIALITY

All records of accommodation requests will be kept in a secure location, separate from employees' personnel files and kept confidential to the extent required by personal privacy laws.