

POLICY NO. <b>120</b>	TITLE <b>Workplace Accommodation</b>	DATE CREATED <b>September 2015</b>
DEPARTMENT <b>People &amp; Culture</b>	AUTHORIZED BY <i>David marcy</i>	DATE REVISED <b>August 2023</b>
REVISION <b>3</b>	MANAGING DEPARTMENT LEAD <b>Director of People &amp; Culture</b>	DATE REVIEWED <b>August 2023</b>

### **120.1 PURPOSE/SCOPE**

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Services and Housing In the Province (SHIP) “(The Organization)” is committed to ensuring that employees can work without discrimination. As such, Services and Housing In the Province has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical, fair, and compliant with all applicable employment and human rights legislation. This policy outlines SHIP’s commitments regarding workplace accommodation and the steps involved in creating an accommodation plan for an employee.

### **120.2 POLICY/PROCEDURES**

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#### **120.2.1 Guidelines**

SHIP will strive to achieve a workplace free from barriers by providing accommodation to employees when needed, up to the point of undue hardship. The organization’s approach to providing reasonable accommodation will include:

- Personalized plans designed to meet the specific needs of individuals;
- Collaborative practices for creating and implementing accommodation plans through consultation with the person to be accommodated and medical professionals; and
- An approach that ensures confidentiality and dignity.

#### **120.2.2 Duty to Accommodate**

SHIP will ensure that employees can work effectively by making adjustments or modifications to their work or work environment/area/space/location up to the point of undue hardship.

SHIP encourages employees to make any needs for accommodation known to their immediate Supervisor, EDI or People and Culture in order to begin the accommodation process. SHIP will work with the individual who requests accommodation to ensure that the measures taken are both effective, meets the needs and is mutually agreeable.

#### **120.2.3 Accommodation**

Accommodation will be provided for employees where the work must be modified or adjusted to address the needs of the individual. Accommodations may be temporary or permanent, based on the requirements of the individual.

SHIP will provide accommodation as appropriate using a consultative approach that involves the organization, the individual, and medical practitioner/s where required, or other third parties to assist in the accommodation process. Both the employee requiring accommodation and the possible accommodation itself will be assessed individually.

#### **120.2.4 Responsibility**

The process of accommodating individuals is a shared obligation between SHIP and each employee has a duty to assist SHIP in creating an accommodative workplace. This requires any employee seeking an accommodation to cooperate with the organization's efforts to make required adjustments or modification to their work or work environment. SHIP cannot accommodate needs that it is not aware of. People and Culture, EDI or their direct report are the contact/s for staff when requesting a form of accommodation. In consultation with People & Culture and EDI, they will determine the most appropriate forms of accommodation to meet the employee's needs.

#### **120.2.5 Creating the Accommodation Plan**

Once an employee has requested an accommodation, the employee's Manager, People and Culture, EDI, and the employee will create the accommodation plan. SHIP may request an additional evaluation of the employee by a health professional or applicable practitioner to help determine an appropriate accommodation.

SHIP will create an accommodation plan and a written description of the plan will be provided to the employee. The accommodation process will generally involve the following steps:

- Determine the objectives in their current role;
- Document how and when the accommodation will be made;
- Document any accessible formats or communication supports required;
- Create and provide an individualized emergency response plan, where needed, that considers the employee's accommodation;
- Implement the accommodation plan;
- Provide training as appropriate; and
- Review and revise based on employee feedback.
- The plan will be reviewed and may be revised every year, and as needed upon request by the employee

#### **120.2.6 Appropriate Accommodations**

SHIP will use all available resources to establish an appropriate accommodation when requested by an employee. Appropriate accommodations will be determined and depend on each individual accommodation plan that meet the need.

In circumstances where multiple accommodation strategies may be feasible, SHIP may identify these strategies in response to an employee's request for accommodation. Both the employee and the organization understand that an employee's preferred accommodation strategy may not be the most reasonable accommodation strategy from the various options available. Employees and the Employer understand and agree that "reasonable accommodation" does not equate to an employee's preferred accommodation.

### **120.2.7 Undue Hardship**

Undue hardship is defined by the Human Rights Code. Please refer to the Human Rights Code for full details.

### **120.2.8 Confidentiality**

Throughout all steps of the accommodation plan process, employee personal and medical documentation/notes/accommodation plans will be kept confidential and protected at all times.

To protect this information, the organization will:

- Identify and label the information as confidential;
- Include confidentiality provisions in all supporting documents; and
- Documents will be saved in ADP employee cloud with access restricted to the staff and People and Culture

## **120.3 EXCEPTIONS**

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### **120.3.1 General**

Any exceptions to this policy must be reviewed and approved by the CEO and/or Executive Team.

## **REFERENCES**

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NONE