



Policy Name: Accommodation
Approved by: Bill Toutant, President
Date: January 2015

Intent

Advanced Business Interiors is committed to creating and maintaining a barrier-free work environment to ensure the full participation of all persons. Advanced Business Interiors will, where possible and reasonable to do so without causing undue hardship, alter existing policies or practices, adopt new policies or practices, make adjustments to the worksite, or re-assign employees unable to perform the duties of their job to alternate work assignments. This policy provides guidance for the provision of these accommodations for all current and potential employees.

Policy

Definition

An accommodation is a measure taken to alter or eliminate a policy, practice or physical feature of the worksite which has or may have an adverse impact on, and which constitutes a barrier to, the full participation of employees from the designated groups identified in the federal Employment Equity Act - women, Aboriginal peoples, persons with disabilities and visible minorities. This includes all grounds covered by the *Canadian Human Rights Act*.

Accommodation means an exemption from or an adjustment to general policies and facilities for an individual with particular needs. It is provided when the policies or facilities in question are, broadly speaking, justifiable, but have an adverse impact on the members of some groups. For something to be justifiable, it must be clearly linked to the nature of the work performed or service provided by the organization.

Responsibilities

Overall responsibility for implementing this policy rests with Advanced Business Interiors. Advanced Business Interiors will advise employees about their right to accommodation and assist the employee in identifying the most suitable accommodation.

There is however a shared responsibility for ensuring that accommodation needs are identified. The employee has a responsibility for requesting accommodation including identifying, where possible, the types of accommodation she or he considers appropriate.

Procedure

Initiating Requests

The onus for initiating the accommodation request rests with the employee or potential employee who requires the accommodation.

The employee requiring accommodation will:

- Make the request to her/his immediate Manager or to the Human Resources Generalist
- Identify the type of accommodation required, if possible
- Participate and cooperate to facilitate the accommodation
- Provide the necessary documentation

An employee requesting an accommodation is expected to be reasonable in responding to proposals put forward by Advanced Business Interiors.

Processing Requests

Managers:

On receiving a request for accommodation the Manager will work closely with the Human Resources Generalist in a timely manner to identify accommodation options appropriate to that employee.

Human Resources Generalist:

On receiving a request for accommodation the Human Resources Generalist will work with the employee in a timely manner to find the most appropriate means of accommodation. The Human Resources Generalist will work in consultation with various parties to ensure that a reasonable resolution is found. Participation from the employee at this time is encouraged.

Advanced Business Interiors may request relevant documentation from the employee to support the need for accommodation.

Undue Hardship

Accommodation will generally be provided up to the point of undue hardship. Undue hardship is determined on a case-by-case basis. Factors that constitute or may contribute to undue hardship include but are not limited to: insupportable costs, substantial disruptions of operations, and health and safety considerations. If any of these factors create a burden which cannot be reasonably borne by Advanced Business Interiors, the obligation to accommodate is suspended.

Appeal

Should an accommodation request be denied or an alternative offered, the employee requesting the accommodation will be informed of:

- The reasons for the decision
- The right to request a review of the decision by the Vice President / General Manager

Confidentiality

All documents relating to specific requests for accommodation will be kept confidential and will only be disclosed with the express consent of the employee.