

# ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES

## **The purpose of this policy is to:**

- Provide a clear statement of the obligations of Landing Strip Inc. to accommodate employees with disabilities to the point of undue hardship and;
- Provide guidance and standards for the implementation of an accommodation process for transitional or modified work, temporary accommodation, or permanent accommodation.

## **Scope:**

The policy applies to any Landing Strip Inc. employee with a disability, and to job applicants who may require accommodation during the selection process at Landing Strip Inc. In the case of workplace injury/accident, the process of employee accommodation is managed by management and the Workplace Safety Insurance Board (WSIB).

## **Objectives:**

Further to the requirements of the Ontario Human Rights Code and up to the point of undue hardship, Landing Strip Inc. is committed to:

- Achieving a culture and work environment that is supportive of employees with disabilities;
- Ensuring that the disability-related needs and circumstances of each employee with a disability will be considered on a case-by-case basis, in order to determine the appropriate workplace accommodation to be provided to the employee;
- Establishing an efficient accommodation process that clarifies the roles within Land Strip Inc., that supports the principles of confidentiality and shared responsibility;
- Ensuring compliance with all applicable legislation.

## **Principles:**

- Shared accountability and responsibility between the employee requiring accommodation, and the employers;
- Respect for the dignity and autonomy of the individual by ensuring they are involved in planning the accommodation and that it meets their specific circumstances;
- Respect for confidentiality, by involving only relevant stakeholders in the development of the accommodation plan;
- Ensuring that employees are not in any way disadvantaged because they require accommodation;
- The commitment of all parties to consult with appropriate medical and/or disability specialist in order to validate medical and/or disability information, determine individual accommodation requirements and consult on specific accommodation issues.

## **Responsibilities:**

1. Management is accountable for:

- Accepting the employee's request for accommodation in good faith;
- Responding to accommodation issues as expediently as possible;
- Implementing accommodation requirements while working in partnership with the employee;

- Providing education and support to other employees on accommodations issues, if required and ensuring that appropriate confidentiality is maintained;
- Ensuring the needs of persons with disabilities are addressed in the recruitment and selection process;
- Keeping records by placing the accommodation requests and action(s) taken in employees' files.

2. Employees requesting accommodation are responsible for:

- Advising management of the need for accommodation, to the best of his or her ability and in a timely manner, preferable in writing;
- Providing disability-related information regarding relevant restrictions or limitations, including information from health care providers, as needed;
- Co-operating with all aspects of the accommodation process, within the requirements of the law, which may include obtaining follow-up medical documentation from an Independent Medical Evaluator (IME);
- Participating in discussions regarding possible accommodation solutions, and reasonably cooperating with any experts whose assistance is required to manage the accommodation process;
- Working with management to ensure that performance and job standards are feasible and appropriate based on the disability and the bona-fide requirements of the position,
- Complying with the accommodation plan;
- Advising management immediately of any change in circumstances that affects the accommodation plan;
- Job applicants are responsible for advising Landing Strip Inc. in advance of any disability accommodations that may be required during the selection process.

**Return to Work:**

Return to work processes will be in place and documented for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work.