

Catholic Centre for Immigrants (CCI)  
Workplace Accommodation Policy  
**Approved by the Board 25/06/2012**

**Definitions**

Accommodation refers to the removal of barriers preventing an otherwise qualified individual from performing the essential duties of his/her job. Accommodations may include acquiring or modifying equipment, making facilities readily accessible, modifying work schedules and reassignment, or such other modifications which are deemed appropriate.

Discrimination means “the treatment or consideration influenced by class or category rather than individual merit and that can be used to privilege (special treatment in favour of) as well as disadvantage (special treatment against) a particular group or individual.” Discrimination on the basis of gender, sexual orientation, race, ancestry, place of origin, ethnic origin, citizenship, colour, creed, age, marital status, family status or disability is a violation of the Ontario Human Rights Code (OHRC).

Undue hardship refers to the limit at which the organization accommodates a request without incurring a risk to the health and safety of the requester or others, serious disruption to others or to service delivery or excessive expense.

Workplace refers to any location where the work of the organization is performed.

Policy

CCI is committed to providing a barrier-free workplace and promoting respect for all people. To fulfill this commitment, CCI provides accommodations for workers in instances where a worker’s work environment has a discriminatory effect on the worker’s ability to participate fully in work-related activities. CCI will make every reasonable effort short of undue hardship to create a workplace environment that is as free from barriers as possible.

**Authority**

The ultimate responsibility and authority for applying this policy rests with the Executive Director and designate(s).

**Implementation**

This policy will be posted in a conspicuous location in the workplace and it will be reviewed by the Human Resources Committee every three years, or as required by legislation. The policy will become part of the Human Resources Policy Guidelines which are given to each worker at the start of employment.

## **Requests for Accommodation**

Workers are not subject to reprisal for good faith requests for accommodation.

It is the worker's responsibility to make a request in writing for workplace accommodation to their supervisor or manager. All written accommodation requests will be acknowledged within 5 working days and responded to within 30 working days. CCI will ensure confidentiality of the information related to a request for accommodation to the extent possible and as required by law.

## **Accommodation Plan**

Upon receipt of a request for accommodation, a manager shall request action from the Human Resources Department. The HR department will draft an accommodation plan that may include:

- A description of the relevant limitations and needs of the individual requesting accommodation, including assessments and information from any experts consulted
- Any arrangements made for assessments by experts
- Identification of the most suitable accommodation
- The steps to be taken to meet the suitable accommodation with a timeline
- The reasons accommodation cannot be made, if applicable.

A copy of the accommodation plan shall be provided to the individual requesting accommodation upon completion. A copy of the reasons for the Agency's non-compliance with a request for accommodation will be provided to the requester.

If by being refused accommodation an individual feels they have been discriminated against, the Policy on Discrimination in the Workplace should be consulted.

## **Monitoring Individual Accommodation Plans**

The responsible manager and the person receiving accommodation are responsible for monitoring the success of the implementation of the provisions of the accommodation plan. The manager shall address any deficiencies or any relevant changes in the organization or the needs of other workers, volunteers or clients in a timely manner.

The Human Resources Committee will assess accommodation plans on an annual basis.

Acknowledgement

I read and understood the Workplace Accommodation Policy.

Name: \_\_\_\_\_ (please print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date