

ACCOMMODATION POLICY

Durham College Students Inc.
(hereinafter the “**Corporation**”)
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Effective Date: December 1, 2017	Last Review Date: December 1, 2017
Approved by: Board of Directors	Executive Responsible: President

ARTICLE I: POLICY STATEMENT

1.1 The Corporation is committed to providing an accessible workplace that strives to eliminate barriers that may restrict or exclude persons on the basis of their membership in a group protected under the Ontario Human Rights Code .

1.2 Where any work requirement or qualification would create a barrier that would restrict or exclude any employee or applicant on the basis of one or more Protected Grounds (as defined below), the employer will make every effort to accommodate the needs of the individual short of undue hardship.

ARTICLE II: APPLICATION

2.1 This Policy applies to all Employees of the Corporation.

ARTICLE III: DEFINITIONS

3.1 The following definitions shall apply to this Policy:

“Accommodation” in employment means adapting employment practices, systems or the work environment, or providing support mechanisms to enable an employee or applicant to meet the legitimate work-based requirement or qualification.

“Protected Grounds” includes citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, gender identity, gender expression, family status, marital status, sexual orientation, record of offences.

3.2 Any other capitalized term not defined herein shall have the same meaning assigned to it in the Durham College Student Inc. Workplace Health and Safety Policy.

ARTICLE III: COMMITMENT

4.1 The Corporation is committed to achieving accommodation in a way which best respects the dignity of the individual and which, to the extent possible, preserves confidentiality.

ARTICLE IV: EMPLOYEE'S RESPONSIBILITIES

5.1 An employee who requires accommodation has the following responsibilities:

5.1.1 the employee must advise the General Manager of their need for accommodation in a timely manner;

5.1.2 the employee must provide all relevant information required to assist the employer in assessing the employee's request. This information may include, for example, medical reports which clearly set out the restrictions, functional abilities and accommodation needs of the employee and information from other external professionals or officials;

5.1.3 the employee must co-operate in the search for accommodation and in the implementation of accommodation; and

5.1.4 the employee must accept offers of reasonable accommodation from the employer.

5.2 The failure of an employee to co-operate with the employer by providing necessary information or in the search for or implementation of the accommodation may result in his/her request for accommodation being denied.

ARTICLE V: EMPLOYER'S RESPONSIBILITIES

6.1 The Employer has the following responsibilities:

6.1.1 to receive and assess the employee's request for accommodation in order to determine if the request deals with matters within the scope of the Protected Grounds;

6.1.2 to determine what information it requires in order to carry out this assessment and/or to ascertain the nature of the accommodation required and to request the employee to provide this information;

6.1.3 to maintain any information provided by the employee in as confidential a manner as possible and to only release information to those who need to know in order to assist in identifying accommodations and/or in implementing accommodations for the individual;

6.1.4 in the event an accommodation cannot be provided, either because no accommodation is possible or because the accommodation would cause undue hardship, the employer will advise the employee of this fact.

ARTICLE VI: MONITORING

7.1 In the event an accommodation is ongoing, the employer will monitor the effectiveness of the accommodation to determine whether changes are needed or whether accommodation is no longer necessary.