

**APPENDIX 3B: HR KEY POLICIES – WORKPLACE  
ACCOMMODATION NATIONAL DIABETES TRUST**

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|---|------------------------------|--------------|
| <b>SECTION: Key Policies</b>            |                              |              |
| <b>SUBJECT: Workplace Accommodation</b> |                              |              |
| POLICY NO: 2.14.0                       | EFFECTIVE DATE: January 2009 | PAGE: 1 of 2 |
| SUPERSEDES POLICY DATED:                |                              | APPROVED BY: |

**POLICY STATEMENT:**

The Trust makes every effort to accommodate the needs of those employees who are unable to perform the essential duties of their job, due to a disability or other personal attribute protected under human rights legislation.

Workplace accommodation refers to changes in terms or conditions of Employment that are necessary to enable an employee to perform the essential duties of his or her position. Workplace accommodation may entail physical modifications to an employee's work environment, the reassignment of nonessential responsibilities or changes to the application of certain workplace policies or procedures.

**PURPOSE:**

To clarify the Trust's obligations related to workplace accommodation.

**SCOPE:**

All Employees

**PROCEDURE:**

Employees requiring accommodation are expected to bring forward their request for accommodation to their supervisor.

On receiving the request the supervisor will discuss with Human Resources and their supervisor, the nature of the accommodation required and the various options that may be available to the employee and the Trust.

The Trust may require additional information and/or appropriate medical or other documentation to verify the need for accommodation and the suitability of various accommodation scenarios under consideration. The Trust may seek expert opinion or advice where needed.

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When an employee has requested accommodation, the supervisor and/or Human Resources, in consultation with the employee, will:

- Discuss the purpose and duties of the employee's position;
- Review the nature of the limitations identified by the employee regarding his or her ability to perform the duties of the position;
- Investigate various forms of accommodation solutions;
- Determine whether or not accommodation can be provided, without undue hardship for the Trust;
- Decide upon the accommodation solution, if one is available, and the duration of such accommodation;
- Where appropriate, establish timelines to monitor and review the suitability and impact of the chosen accommodation solution

**OPTIONS AVAILABLE:**

Not Applicable

**ACCOUNTABILITY:**

Employees are responsible to bring forward their request for accommodation to their supervisor, submit all required supporting documentation in a timely manner and cooperate with any subsequent verification or review processes.

Supervisors, in consultation with Human Resources are responsible for addressing all requests for workplace accommodation in a confidential and timely manner and cooperating with any subsequent verification or review processes.

Human Resources is responsible for providing advice to employees and supervisors where requested.

**ADMINISTRATION:**

Human Resources, 522 University Avenue, Suite 1300, Toronto, Ontario  
M5G 2R5

**CONTACT:**

Supervisor  
Human Resources

**RELATED REFERENCES:**

Human Rights

**FORMS/PAPERWORK:**

Not Applicable