


Accessibility – Individual Accommodation Plan Process	Issue Date: January 1, 2016	
	Revision Date:	
Policy Number:	Revision Number: New	
	Approved By: Lori Way	

POLICY GOAL

To communicate the importance of accommodating people with disabilities.

APPLICABLE FORMS

Individual Accommodation Plan

SCOPE

This policy applies to all employees within the organization.

COMMUNICATION & TRAINING

This policy will be communicated to all employees within the organization. All new employees will be provided this information in the orientation package.

REQUIREMENTS

Orthodont Ltd. is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs.

1.0 Recognize the Need for Accommodation


Accommodation can be:

- requested by the employee
- identified by the employee's manager or hiring manager

2.0 Gather Relevant information and Assess Individual Needs

The employee is an active participant in this step.

Information will be collected on the employee's functional abilities, not the nature of the employee's disability. The employee's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process.

Accessibility – Individual Accommodation Plan Process	Issue Date: January 1, 2016	
	Revision Date:	
Policy Number:	Revision Number: New	
	Approved By: Lori Way	

The employee and his/her manager will work together to find the most appropriate accommodation. A medical or other expert may be engaged (at the company's expense) to help determine if/how the employee's needs can be accommodated. The employee may ask a bargaining agent or other workplace representative to participate in the process.

3.0 Write an Individual Accommodation Plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- what accommodations(s) will be provided
- how to make information accessible to the employee, including accessible formats and communication supports
- employee emergency information and/or emergency response plan (if applicable)
- when the plan will be reviewed and updated

The manager will give the employee in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

4.0 Implement, Monitor and Update the Plan

After implementing the accommodation plan, the employee and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. If the accommodation is no longer appropriate, the employee and the manager will reassess the situation (Step 2) and update the plan.

The accommodation plan will also be reviewed and updated if:

- the employee's work location or position changes
- the nature of the employee's disability changes

Accessibility – Individual Accommodation Plan Process	Issue Date: January 1, 2016	
	Revision Date:	
Policy Number:	Revision Number: New	
	Approved By: Lori Way	

EVALUATION

This policy will be reviewed and evaluated annually.

Description of Change(s)	Reason for Change (s)	Date	Revision No.