

## POLICY MANUAL

**SECTION:** Human Resources  
**SUBJECT:** Individual Accommodation  
**APPROVED BY:** Director, Human Resources



**INDEX:** HR-A-40  
**Effective Date:** April 2016  
**Replaces Date:**

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### SCOPE

This policy applies to all Horizon Plastics employees/applicants who have some form of disability requiring accommodation.

### PURPOSE

Horizon Plastics is committed to accommodating people with disabilities and will use the following guidelines to meet employee and accommodation needs.

**Note:** - It is **not** the intent of the Accommodation Policy to create new positions within Horizon Plastics in order to be able to accommodate modified / suitable work, and where the employee is covered by a collective agreement, the union also have a responsibility to be cooperative in finding an appropriate accommodation.

### PROCESS

#### 1. Validate need for accommodation

- May be initiated by employee or identified by the employee's manager
- Data to be collected based on employee's functional abilities, not the nature of the disability
- All employee's personal information will be kept secure and dealt with in a confidential manner.
- Medical expert may be engaged as part of the assessment
- Employee may ask for union representation to be part of the process
- Employee and manager will work together to find the most appropriate accommodation

#### 2. Write an individual accommodation plan

- Identify what accommodation(s) will be provided
- State functional limitations of the employee
- Should the accommodation plan be denied, provide the employee reasons why in writing
- If applicable, document employee emergency plan, accessible formats or communication support
- Establish a timeline for the plan to be reviewed and updated

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**3. Implement, Monitor and Update**

After implementing the accommodation plan, the employee and manager will review its effectiveness. Regular reviews will continue to take place to ensure the accommodation plan is working. Should the nature of the employee's disability change, the plan should be revisited.

**Supporting Documents**

AODA Policy

RTW Policy