

## EMPLOYMENT ACCOMMODATION POLICY

### PURPOSE

The purpose of this policy is to outline Brock University's (the University) commitment to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identity, gender expression, sexual orientation, marital status, family status and disability, through meeting its obligation to provide employees with suitable work accommodations, whether temporary or permanent in nature.

### SCOPE

This Policy applies to all employees, as well as applicants for employment with the University. It applies at all stages and to all aspects of the employment relationship, including recruitment and selection, promotions and transfers, and conditions of work. In the event that any provision of this policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

This Policy also applies to any consultants, volunteers, interns, co-op students and any other individual in an employment-like relationship with the University.

### POLICY STATEMENT

#### *Commitment to provide reasonable accommodation*

As required by the Ontario Human Rights Code (the "Code") and the Accessibility for Ontarians with Disabilities Act (the "AODA"), the University will treat all persons equally with respect to employment and provide employees with reasonable accommodation in employment.

The University will, through the process of accommodation, enable employees to perform the essential requirements of their jobs in accordance with the principles of dignity, individualization and inclusion.

The University will work cooperatively with all partners in the accommodation process.

The University will assess and provide accommodation to employees on an individual basis.

### *Confidentiality*

The University is committed to maintaining confidentiality when providing accommodation to employees and will only disclose an employee's personal information when necessary to provide the accommodation or as otherwise permitted by law.

### *Accommodation of job applicants*

The University will extend offers of reasonable accommodation to job applicants during the job application process where such is requested. The University will provide accommodation for needs related to the grounds of the Code, unless to do so would cause undue hardship.

### *Accommodation of consultants, volunteers etc.*

The University will provide reasonable accommodation to consultants, volunteers, interns, co-op students and any other individuals in an employment-like relationship and all such individuals share the same responsibilities and expectations as employees.

**RESPONSIBILITIES** Accommodation is a shared responsibility between employees and the University, as the employer.

The University is responsible for:

- fostering an inclusive environment by treating all employees and job applicants with respect and dignity;
- addressing barriers that prevent people from accessing, or being included in, the workplace;
- minimizing the need for individual accommodation by reviewing policies and practices to ensure that they are not discriminatory;

- ensuring that all employees and job applicants are advised of their right to be accommodated;
- dealing with requests for accommodation in a timely, confidential and sensitive manner;
- involving individuals requiring accommodation in the development of reasonable accommodations;
- informing individuals requiring accommodation what information they need to provide to be accommodated; and
- initiating a discussion about accommodation when they are aware that an employee or job applicant may have need for accommodation.
- providing individual accommodation to the point of undue hardship.

Employees, job applicants, and all individuals in an employment-like relationship with the University are responsible for:

- making their accommodation needs known, to the extent they are able;
- helping to identify potential accommodation options;
- providing documentation in support of their request for accommodation, including information about any restrictions or limitations; and
- accepting an offer of accommodation that meets their needs, even if it is not their preferred accommodation option.

## DEFINITIONS

Definitions apply as outlined in the AODA and Section 10 of the Human Rights Code.

**COMPLIANCE  
AND REPORTING**

This Policy is under the jurisdiction of Human Resources. The interpretation and application of this Policy is the responsibility of Human Resources.

Policy owner:	Vice-President, Administration
Accepted by:	Senior Administrative Council
Authorized by:	Board of Trustees - Human Resources Committee
Effective date:	March 2019
Next review:	March 2022
Revision history:	November 1994; February 2010; March 2016
Related documents:	<a href="#">Accessibility Policy</a> <a href="#">Brock University Request for Medical Accommodation Form</a> <a href="#">Ontario Human Rights Code</a> <a href="#">Request for Medical Accommodation Process</a> <a href="#">Respectful Work and Learning Environment Policy</a>