


<b>Integrated Accessibility Standards Policy</b>	<b>Approved by the administrators board</b>	<b>Date</b> <b>January 18th 2017</b>	 <b>la ribambelle</b> <small>Depuis 1987</small>
<b>Individual Accommodation Plan Process</b>	<b>000A</b>	Révision 1	

## **Individual Accommodation Plan Process**

La Ribambelle is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs

### **Recognize the need for accommodation**


Accommodation can be:

- Requested by the employee
- Identified by the employee's supervisor or Human Resources Manager.

### **Gather relevant information and asses 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.
- The employee and his/her supervisor 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.

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### **Write an individual accommodation plan**

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

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

### **Implement, monitor and update the plan**

After implementing the accommodation plan, the employee and his/her supervisor 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 supervisor will reassess the situation 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