

Intent

Brescia University College is committed to providing an inclusive and barrier-free environment. The University will provide accommodation up to the point of undue hardship for needs arising from the prohibited grounds listed in the *Human Rights Code*. This guide outlines the accommodation process and the responsibilities of different parties in that process.

Definitions

Undue hardship: Occurs when providing an accommodation would cause excessive costs for the organization and outside sources of funding are unavailable or insufficient, or where the accommodation would create a health or safety hazard.

Guidelines

Brescia University College will accommodate individuals up to the point of undue hardship where work must be modified or adjusted based on a prohibited ground of discrimination under the *Human Rights Code*. These prohibited grounds include:

- Race;
- Ancestry;
- Place of origin;
- Colour;
- Ethnic origin;
- Citizenship;
- Creed;
- Sex (including pregnancy);
- Gender identity;
- Gender expression;
- Age;
- Sexual orientation;
- Record of offences;
- Marital status;
- Family status; and
- Disability.

This guide applies to all employees and volunteers of Brescia University College. Accommodations will be made available from the beginning of the recruitment and selection process. Applicants will be informed that accommodations are available upon request. Where an accommodation is requested, Human Resources will consult with the applicant and provide or arrange for a suitable accommodation.

Requesting Accommodation

Individuals who require accommodation must make a written request to Human Resources indicating:

- The prohibited ground the accommodation relates to;
- Their needs arising from that protected ground; and
- If the person requesting the accommodation desires, some suggestions about what accommodation might meet their needs.

Brescia University College will take all requests for accommodation seriously and respond in a timely manner. Individuals who request accommodation will not be subject to negative repercussions for making such a request. Once an accommodation request is received and reviewed, Brescia University College will gather additional information if necessary and then create an accommodation plan.

Where an individual does not identify a need for accommodation but Brescia University College suspects an accommodation may be required, the duty to inquire will be engaged. Brescia University College will begin to fulfil its duty to inquire by engaging in private discussions with the individual to see whether there are any unmet needs related to a prohibited ground.

Accommodation Plans

An individualized accommodation plan will be created in collaboration with Human Resources, the individual who requires accommodation, any applicable healthcare professionals, and third-party experts as required. The individual may also request the participation of a representative from their respective bargaining agent (i.e. Faculty Association or Staff Association), or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.

Any costs related to acquiring additional expert advice will be paid for by Brescia University College. Information beyond what was provided in the initial accommodation request may be required to determine appropriate accommodations; however, only information that is necessary to arrange the accommodation will be requested.

Short-term accommodations may be provided while long-term accommodations are put into place. Accommodations may be temporary or permanent, based on the circumstances and the needs of the individual.

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

All information gathered related to the accommodation process and the final accommodation plan will be kept confidential and will only be shared as necessary to provide the accommodation. The manager will give the employee in an accessible format (if required), a copy of the individual accommodation plan.

Appropriate Accommodations

Brescia University College will examine all options and implement the accommodation that provides the individual with equal opportunity, benefits, and privileges to others and that respects their dignity, inclusion, and individual needs. The accommodation provided may not necessarily be the individual's preferred accommodation, but their preferences will be taken into consideration.

Accommodations may include:

- Work station adjustments;
- Job redesign;
- Changes to organizational policies and practices;
- Technical aids;
- Human support;
- Providing materials in alternative formats;
- Building modifications;
- Counselling and referral services;
- Temporary or permanent alternative work;
- Changes to performance standards;
- Leaves of absence;
- Changes to scheduling or hours of work; or
- Changes to work uniforms.

Undue Hardship

If Brescia University College cannot accommodate an individual's needs without undue hardship, the individual will be provided with a written explanation outlining why the accommodation cannot be provided. If appropriate, Brescia University College will offer the next best accommodation option.

Monitoring

Accommodation plans will be monitored and reviewed regularly. If any changes to the workplace will affect the individual's accommodation, they will be informed of this promptly and the accommodation will be adjusted as needed.

Brescia University College recognizes that accommodation needs may change over time or require adjustment. Individuals on an accommodation plan should inform Human Resources if their needs change or if their accommodation is not working effectively so that adjustments can be made.

Reviewed by:

Human Resources
Last Review: March 2023