

4.04 Accessibility for People with Disabilities

HR 4.04 Workplace Accommodation on the Basis of Disability

1 POLICY

- 1.01 Provided a person with a disability is able to perform the essential duties of their own job or other available work and requests accommodation in order to do so, the House of Lazarus will try to accommodate that person.

2 PURPOSE

- 2.01 The purpose of this statement of policy and procedure is to establish a process by which persons with a disability may request accommodation.

3 SCOPE

- 3.01 This policy applies to all House of Lazarus locations.

4 RESPONSIBILITY

- 4.01 Each Manager is responsible for ensuring the principles outlined in this statement of policy and procedure are adhered to throughout all Mission activities.

5 DEFINITIONS

- 5.01 “**Disability**” means:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- (b) a condition of mental impairment or a developmental disability;
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

[Ontario Human Rights Code](#).

[HR 1.01](#) — Employment Principles.

7 PROCEDURE

- 7.01 Employees who wish to raise a potential accommodation issue shall do so by submitting a request for accommodation, preferably in writing, to their immediate Manager. The request shall:
- describe the condition or circumstances causing the accommodation issue;
 - describe in detail the accommodation sought to address the need.
- 7.02 When necessary to facilitate the assessment and determination of the accommodation, the employee may be required to provide relevant medical information to the House of Lazarus. Employees seeking accommodation are expected to provide their fullest cooperation in providing any information or medical assessments relevant to determination of the accommodation request.
- 7.03 The Manager and the Executive Director will jointly assess the accommodation issue in light of the information provided. During the assessment phase, the House of Lazarus reserves the right to require further information, including relevant medical information or opinions. The House of Lazarus further reserves the right to require the employee to participate in formal needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.
- 7.04 The Manager and the Executive Director will jointly finalize a decision regarding the accommodation issue. The Manager shall communicate the decision to the employee.
- 7.05 If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision to the Executive Director for further review. The decision of the Executive Director shall be final and binding upon the parties.

8 ATTACHMENT

None

It is important that the House of Lazarus ensures that the accessibility policy consistently stays up to date with employment, health and safety, and other applicable legislation. House of Lazarus receives email updates from AODA. HOL reviews any new policies by accessing <https://www.ontario.ca/page/about-accessibility-laws> and the Employment Standards Act.