



Accommodation

Introduction

SLF is committed to providing an inclusive and accessible work environment in which all people who apply for positions or who work for SLF are treated with dignity and respect and are provided with equal treatment. Specifically, with respect to employment regardless of that person's age, sex, sexual orientation, race, colour, ancestry, ethnic or national origin, citizenship, religion or creed, marital status, family status, pregnancy, disability, record of offenses, social condition or origin, political beliefs, association or activity or other factors prohibited under Human Rights legislation (the "Prohibited Grounds").

From time to time, it may be necessary to amend or alter the requirements or expectations of a job to ensure that a person is not precluded from employment or employment opportunities as a result of falling under one of the Prohibited Grounds. This is known as accommodation.

Where an Employee's religion requires an Employee to take time off in order to engage in religious observance during working hours, managers must allow the Employee to take the time off. Where possible, arrangements should be made to allow the Employee to make up any lost time, either by the use of flex time or a rearrangement of the working schedule. Managers are encouraged to take religious holidays into account when planning meetings or other work related events in order to ensure that all Employees on a particular team are able to attend.

SLF also recognizes that Employees with certain disabilities may need individualized assistance with evacuation in the event of an emergency. Employees who require such assistance must identify themselves by completing an Employment accommodation emergency plan form. If there are any changes to an Employee's condition or workplace location that requires a change to the Emergency Plan, the Employee must provide an updated form.

Providing Accommodation

Upon request, SLF will take such steps as may be necessary to provide suitable accommodation to the point of undue hardship, so that a person is able to perform the essential duties or requirements of his or her job. Accommodation may include, but is not limited to:

- Modification of role requirements;
- A change in duties, hours of work, or location;
- Work station modification;
- Job aids or assistive devices;
- Transfer to another suitable position if one is available;

Responses to accommodation requests will be developed on an individualized case-by-case basis. SLF, the person requesting the accommodation and, where necessary, appropriate third parties, will work together to identify and implement an appropriate accommodation.

A person requesting an accommodation is required to complete this Individual Accommodation Plan Form and:

- Identify any relevant work-related restrictions or limitations;
- Provide appropriate documentation regarding relevant restrictions or limitations to support the need for accommodation;

CANADIAN EMPLOYEE POLICY

Life's brighter under the sun



- Participate in developing and implementing a suitable accommodation;
- Participate in discussions or meetings regarding any accommodation options;
- Cooperate with any third party experts whose assistance may be required to identify or manage the accommodation process;
- Accept a suitable accommodation that meets the limitations imposed by the Prohibited Ground, even where that accommodation may not be the person's preferred option;
- Meet and maintain agreed upon performance and job standards once the accommodation is provided;
- Work with SLF on an ongoing basis to manage the accommodation.

An Employee requesting an accommodation is required to:

- Contact their Employment Practices Consultant in a timely manner to advise of the accommodation request;
- Work with the appropriate Human Resources representatives to develop a response to the accommodation request;
- Monitor the implementation and operation of any accommodation as appropriate to ensure it remains suitable for the circumstances;
- Discuss any accommodation concerns with the Employment Practices Consultant where necessary;
- Maintain confidentiality regarding the accommodation request, except to the extent as may be necessary to implement, maintain and monitor the accommodation.

Additionally, SLF reserves the right to request an independent medical examination.

Human Resources are required to:

- Make a copy of this policy available to job applicants or Employees upon request;
- Respond to any accommodation requests in a timely manner;
- Work with the person, the person's manager, and any relevant third parties to identify, implement and monitor the appropriate accommodation;
- Obtain additional internal or external expertise as required;
- Determine the cost of any accommodation and how it will be funded;
- Request only necessary information to assess and monitor any accommodation request;
- Keep any information obtained regarding the accommodation confidential;
- Maintain and retain records of any accommodation request and the actions taken.