



# **Accommodation Policy**

## **Statement of Commitment**

CGC Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

## **Interactive Process**

The need for accommodation can be requested by the employee or applicant through a recruiter, their immediate supervisor, or through a human resources representative. CGC Inc. will review the accommodation request and will engage in an interactive dialogue with the employee to develop an accommodation plan. Accommodation plans will be tailored to each employee or applicant's unique situation.

The employee or applicant may be asked to provide documentation to support their request for accommodation. The employee or applicant must provide sufficient information so an informed decision can be made about an accommodation plan. CGC Inc. will make reasonable accommodations to the point of undue hardship as defined by the Ontario Human Rights Code.

Once the accommodation plan has been finalized, the plan will be communicated to the employee or applicant in an accessible format, respecting individual needs. The employee is expected to adhere to the agreed upon accommodation plan and will be reviewed periodically with the employee to ensure standards are being met.

## **Confidentiality**

Every reasonable effort will be made to ensure confidentiality for any employee requesting accommodation.

## **Documentation**

In the event of requests for reasonable accommodations, the Company will document the nature of the requested accommodation and steps to accommodate the individual.

## **Communication Plan**

New employees will be informed of the accommodation policy during the on-boarding process. Updated information will be provided to all employees whenever there is a change made to the existing policy. This policy shall also be posted in common areas accessible to current employees.