

## CANADIAN TURNER CONSTRUCTION COMPANY, LTD. INDIVIDUAL ACCOMMODATION PLAN PROCEDURE

### Policy and Purpose

Canadian Turner Construction Company, Ltd. ("Turner") is committed to providing individualized accommodation to its employees with disabilities, to the point of undue hardship.

Turner has developed this procedure in accordance with its obligations under the *Accessibility for Ontarians with Disabilities Act, 2005*, in order to provide guidance on the process to be followed in putting individual accommodation plans in place for employees with disabilities who require accommodation. Turner has also developed a Return to Work process to support employees returning to work after an absence due to injury or illness, including in respect of accommodation they may require.

### Process

#### 1. Advise of the Need for Accommodation

Employees requiring accommodation should make a request for accommodation to Turner's HR Department. In some cases, the possible need for accommodation may be identified by an employee's manager. In these instances, the manager should bring the matter to the attention of the HR Department, and the HR Department will follow-up directly with the employee to determine if accommodation is required. We can arrange for accessible feedback and alternate formats upon request such as large print, audio transcripts or pdf.

#### 2. Gather Information and Assess Individual Needs

The HR Department will meet and engage in the accommodation process with the employee. Information will be collected on the employee's limitations and restrictions for the purposes of determining the employee's accommodation needs and the appropriate accommodation solution. The employee's medical information will be kept confidential and will be stored separately from the employee's general employment file, and will only be disclosed to those individuals who need to know the information for the purposes of accommodation.

In some cases, a medical or other expert may be engaged by Turner, at Turner's expense, to help determine if and/or how the employee's needs can be accommodated.

The employee may ask a bargaining agent or other workplace representative to participate in this stage of the process with them. The employee should notify the HR Department representative that they wish to have this support in the process.

If it is determined that the employee's request for accommodation is denied, and if Turner is not going to put an individual accommodation plan in place, the employee will be notified of the denial in writing, with reasons.

### 3. Prepare Individual Accommodation Plan

Once the HR Department has determined the most appropriate accommodation, in consultation with the employee, the details of the accommodation to be implemented will be documented in an individual accommodation plan. The plan will include information about:

- What accommodations are being provided;
- How information can be made accessible to the employee, including any accessible formats or communication supports (if applicable);
- An emergency response plan or individualized emergency information (if applicable); and
- The frequency with which the plan will be reviewed and updated.

The employee will receive a copy of the individual accommodation plan. We can arrange for accessible feedback and alternate formats upon request.

### 4. Implement, Monitor and Update the Plan

Once the plan is implemented, the employee and the HR Department will monitor and review the plan periodically to ensure it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. The plan should also be reviewed and updated if the employee's work location or position changes, or if the nature of the employee's disability changes. The employee should notify the HR Department if the employee's disability-related needs change.

If it is determined at any point that the accommodation provided is no longer appropriate, the HR Department will reassess the situation in consultation with the employee and update the plan.