

JEFFERY'S GREENHOUSES

ACCOMMODATION POLICY

Issue Date: December 21, 2015	Revision Level: Initial Release	Next Review: January 1, 2017
Created by: <u>Gina Marchionda and Kim Edmands</u> Controller & Human Resources Manager	Approved:  Jim Jeffery, President Jeffery's Greenhouses Inc.	Approved:  Barbara Jeffery-Gibson, President Jeffery's Greenhouses Plant II Limited

Policy

It is the policy of Jeffery's Greenhouses to provide reasonable accommodation to an employee with a disability who is unable to perform some work related tasks, up to the point of undue hardship on the Company. Where the work related task(s) that the employee is unable to perform represent essential duties (bona fied occupational requirements) of the position, accommodation may not be possible.

Purpose

Jeffery's Greenhouses is committed to fair and accessible employment practices. The purpose of this policy is to set out the process that the Company will follow when an employee with a disability is unable to perform some work related tasks and requests accommodation.

Responsibilities

Employee

- Provide details to his/her manager or Human Resources Manager about relevant restrictions including medical information
- Participate in Jeffery's Greenhouses accommodation process to find appropriate reasonable accommodations and the development of an accommodation plan
- Assist the Company to monitor and evaluate the effectiveness of the accommodation plan

Human Resources Manager and Manager(s)

- Participate in the accommodation process in good faith
- Document each accommodations request and the actions taken
- Maintain privacy
- Consult experts when needed and research alternative accommodations
- Provide accommodations in a timely manner
- Ensure all employees are aware of this policy and process

Joint Health and Safety Committee – Certified Members

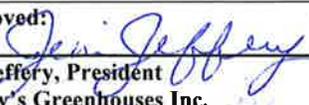
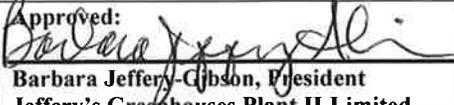
- Gathering and/or providing information to assist in the creation of an accommodation plan when requested

Specialists, Family Doctors, Accessibility Professionals

- Assist in gathering and/or providing information to assist in the creation of an accommodation plan when requested

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Definitions

Essential Duties/ Bona Fide Occupational Requirements (BFOR's)

These are defined as specific tasks, duties or requirements that are necessary for proper and efficient performance of a job. They are essential to the job position – without them the job wouldn't exist. A job task, duty, standard or requirement is an essential duty or BFOR if:

- It is rationally connected to performing the job
- It was adopted in good faith and is absolutely necessary to fulfill a legitimate work-related purpose,
- The modification required by the employee would cause the company undue hardship

Undue Hardship

The Ontario Human Rights Code considers three elements with respect to an accommodation causing undue hardship:

- Cost beyond the means of the employer,
- Whether outside sources of funding are available, or
- Accommodation creates a health and safety risk.

Reasonable Accommodation

Accommodation is reasonable if:

- It meets the employee's disability-related needs,
- It enables the employee to perform work duties adequately, and
- The employee enjoys the same benefits and privileges as before and as experienced by others

Accommodation Process

1. Recognize the Need for Accommodation

The need for accommodation can be:

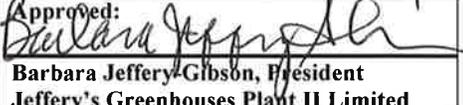
- Requested by the employee through his or her supervisor, or through the Human Resources Manager or
- Identified by the employee's manager or Human Resources Manager

2. Gather Relevant Information and Assess Needs

The employee is an active participant in this step.

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- Jeffery's Greenhouses does not require details on the nature of the employee's disability to provide accommodation; it only needs to know about the employee's abilities
- The manager or Human Resources Manager may requisition a functional capacity assessment at the company's expense and/or request written confirmation of the employee's limitations from their family physician at the company's expense
- The employee, his/her manager and the Human Resources Manager shall evaluate potential options to find the most appropriate accommodation
- An external expert may be engaged, at the company's expense
- Certified member(s) of the Joint Health and Safety Committee may be requested to participate in the process, as it relates to Health and Safety regarding the accommodation

The parties above collaborate to identify a reasonable accommodation.

3. Write a Formal, Individual Accommodation Plan

Once the most appropriate reasonable accommodation has been identified, the accommodation details are written down in a formal plan, including:

- Accessible formats and communication supports, if requested.
- Workplace emergency response information, if required.
- Any other accommodation that is to be provided.

The employee's personal information will be protected at all times.

If the employer denies an accommodation request, the employee will be informed of the reasons for the denial in writing.

4. Implement, Monitor, and Review the Accommodation Plan

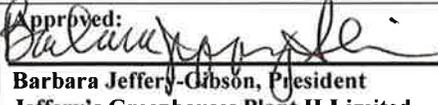
The employee, his/her manager and the Human Resources manager monitor the accommodation to ensure that it has effectively resolved the challenge.

- Formal reviews happen according to a regular schedule (as a minimum, at least annually).
- The accommodation plan is reviewed if the employee's work location or position changes
- The accommodation is reviewed if the nature of the employee's disability changes.

If the accommodation is no longer appropriate, the employee, manager and Human Resources Manager can work together to gather information and reassess the employee's needs in order for Jeffery's Greenhouses to find the best accommodation measure.

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Communication

Initial communication of this policy will occur at our next staff meeting and written copies will be distributed to all workplace parties. Copies of all our Accessibility Policies will be posted on the Jeffery's Greenhouses website and the internal website. Communication of this policy will be provided to new employees as part of their orientation training. Ongoing communication of this policy will be provided as required using the methods identified in our A-13 Health and Safety Communication and Consultation Policy.

Accessible Formats and Communication Supports

Upon request of an employee with a disability to their manager or Human Resources Manager, Jeffery's Greenhouses will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees.

Training

All managers, supervisors and employees shall receive training in this policy and a record of such training shall be retained.

Evaluation

The effectiveness of implementation of this policy shall be evaluated and documented at least annually by the Human Resources Manager and Controller.

References

- Accessibility for Ontarians with Disabilities Act, 2005
- Integrated Accessibility Standards, O.Reg. 191/11
- Human Rights Code, R.S.O. 1990,

Forms

- Accommodation Plan Template

Revision History

Date	Version Release
December 21,2015	Initial Release

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ACCOMMODATION PLAN TEMPLATE

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Employee Name: _____

Date: _____

Department/Job Position: _____

Supervisor: _____

Limitations	Job-Related Tasks/Activities Affected by Limitations	Is this an essential job requirement?

Sources of expert input into the accommodation plan (e.g. family doctor, functional capacity assessments, accessibility professionals etc)

Accommodation measures to be implemented from _____ to _____.
Start date End date

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If no end date is expected, the next review of this accommodation plan will occur on _____ (at least annually or sooner if circumstances change).

Description of Accommodation Measures:

List job requirements and related tasks that require accommodation	What are the objectives of the accommodation (ie. What must the accommodation do in order to be successful/)	What accommodation strategies/tools have been selected to facilitate this task or activity?

Roles and Responsibilities

Outstanding Actions to Implement Accommodation	Assigned to	Due Date

Employee Signature

Manager's Signature