

The Accommodation Process

FENGATE is committed to providing accommodations for persons with disabilities. When an employee with a disability requests an accommodation, the following process will be followed

1. Recognize the Need for Accommodation

The need for accommodation can be:

- Requested by the employee through their supervisor or through human resources; or
- Identified by the employee's supervisor, manager or hiring manager.

2. Gather Relevant Information and Assess Needs

The employee is an active participant in this step:

- FENGATE does not require details on the nature of the employee's disability to provide an accommodation; it needs to know only about the employee's functional abilities.
- The manager may ask for a functional capacity assessment at the company's expense.
- The employee and his/her manager evaluate potential options to find the most appropriate measure.
- An external expert may be involved, at the company's expense.
- The employee can request the participation of a representative of the bargaining agent or, if there is no bargaining agent, from a different representative from the workplace.

3. Write a Formal, Individual Accommodation Plan

Once the appropriate 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 accommodation plan is provided to the employee in a format that takes into account the accessibility needs due to disability, and

- The employee's personal information is protected at all times.
- If the accommodation plan is denied, the manager will provide the employee the reason for the denial, in an accessible format.

4. Implement, Monitor and Review

The employee and manager monitor the accommodation to ensure that it has effectively resolved the challenges:

- Formal reviews are conducted at a predetermined frequency.
- The accommodation plan is reviewed if the employee's work location or position changes.
- The plan is reviewed if the nature of the employee's disability changes.

If the accommodation plan is longer, the employee and the manager work together to gather relevant information and reassess the employee's needs in order for the employer to find the best accommodation measure (see step 2 above).