

## **REASONABLE ACCOMMODATION POLICY**

### **Steinbach Aquatic Centre (the “Centre”)**

#### **PURPOSE:**

This policy sets out a process for the Centre and its employees to follow where reasonable accommodation of a special need based on a protected characteristic under The (Manitoba) Human Rights Code (the “Code”) has been requested or is indicated. It also identifies the responsibilities of the Centre in the reasonable accommodation process. Protected characteristics under the Code include: ancestry; nationality; ethnic origin; religion; age; sex, including pregnancy; gender identity; sexual orientation; marital or family status; source of income; political belief; physical or mental disability; and social disadvantage.

#### **PHILOSOPHY:**

The Centre desires to meet its obligations under the Code, including the requirement that employers reasonably accommodate needs of employees and others which are based on protected characteristics, to the point of undue hardship.

#### **POLICY:**

- **Responsibilities of Person Seeking Accommodation**
  - Advise the Centre of the need for accommodation in a timely manner. In the case of an employee, if the Centre has reason to question a significant change in an employee’s behaviour or performance, the Centre should pursue relevant inquiry (by speaking to the employee or others). Requests for accommodation should be made to the Centre Manager.
  - If relevant, provide all relevant medical and other information to help the Centre assess the accommodation request.
  - If relevant, provide the Centre with the necessary authorization to communicate with professionals, medical or other, depending on the accommodation request.
  - Co-operate in the search for, and implementation of, the accommodation.
  - Advise the Centre if / when accommodation is no longer required.

- **Centre's Responsibilities**

- Review request for accommodation and determine if it falls under any of the areas and /or groups covered by the Code.
- Verify the need for accommodation by requesting from the person seeking accommodation relevant information.
- Hold all information obtained confidential. Only information necessary to determine what accommodation is possible should be released, and only to those who need to know.
- Assess, identify and implement reasonable accommodation in a timely manner.
- If accommodation is not possible due to undue hardship, advise why the accommodation cannot be provided.

- **Education**

- The Centre will educate employees by communicating and circulating the policy about the Centre's legal obligation and desire to provide reasonable accommodation and the need for employees to assist in that process by supporting and facilitating accommodation initiatives.

- **Monitoring**

- The Centre Manager will monitor any accommodation implemented to determine effectiveness and/or need for change and/or to determine if accommodation is no longer necessary.