

1. Purpose

To ensure an individual accommodation plan is developed and established for any employee with a permanent or temporary disability (visible or non-visible).

2. Application

This policy applies to all LECA employees with disabilities.

3. Requirements

Managers must meet with employees who have identified as a person with a disability to develop an accommodation plan in order to ensure the necessary tools and accommodations have been made to make the workplace accessible. This information should be kept with the employee's file.