

Purpose: To ensure an individual accommodation plan is developed and established for any employee requiring accommodation relating to one of the enumerated grounds under the Human Rights Code.

Application: This policy applies to all OIPRD employees seeking accommodation under the *Human Rights Code* or *Ontarians with Disabilities Act*

Requirements: Managers must meet with employees who have sought accommodation in relation to any ground identified under the Human Rights Code and develop a 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.