



**FIRE
MONITORING
OF CANADA INC.**

Accommodation Policy

Intent

Fire Monitoring of Canada Inc. is committed to providing an inclusive and barrier-free environment. The company provides accommodation up to the point of undue hardship for needs arising from the prohibited grounds of discrimination under the Human Rights Code of Ontario. This policy outlines the accommodation process and the responsibilities of different parties in that process.

Definitions

Bona fide occupational requirement (BFOR): Job requirements that are adopted for a purpose or goal that is rationally connected to the functions of the position; adopted in good faith, in the belief that they are necessary to fulfil the purpose or goal; and are reasonably necessary to accomplish the purpose or goal.

Undue hardship: Occurs when providing an accommodation would cause excessive costs for the organization and outside sources of funding are unavailable or insufficient, or where the accommodation would create a health or safety hazard.

Guidelines

Fire Monitoring of Canada Inc. provides accommodations for individuals up to the point of undue hardship where processes or work must be modified or adjusted to address the needs of the individual based on a prohibited ground of discrimination under the Human Rights Code of Ontario. The prohibited grounds of discrimination are:

- Age
- Ancestry
- Citizenship
- Colour
- Creed
- Disability (mental or physical)
- Ethnic origin
- Family status
- Gender expression
- Gender identity
- Marital status
- Place of origin
- Race/colour
- Record of offences
- Sex
- Sexual orientation
- Accessibility in Employment

Accommodations are made available from the beginning of the recruitment and selection process. Applicants are informed that accommodations are available upon request.

The accommodation process may begin in one of three ways:

- An employee or job applicant requests accommodation;
- The company becomes aware that an accommodation may be required; or
- An authorized third party requests accommodation on behalf of an employee or candidate.

Requests for accommodation should be submitted to the General Manager. These requests do not need to be in writing and do not require the individual to identify or disclose personal details beyond what is necessary for the accommodation request. The company takes all requests for accommodation seriously and responds in a timely manner. Individuals who request accommodation are not subject to any reprisal or threat of reprisal for making such a request.

Where a supervisor or manager becomes aware that an accommodation may be required, the duty to inquire is engaged. A private meeting is held with the employee to determine whether there are any unmet needs related to a prohibited ground and whether accommodations are necessary.

Individual Accommodation Plans

Once the need for accommodation is identified, the General Manager consults with the employee or candidate to determine what type of accommodation is needed and develops an individual accommodation plan. Information beyond what was provided in the initial accommodation request may be required to determine appropriate accommodations; however, only information that is necessary to confirm and arrange the accommodation is requested. Employees are expected to cooperate in the accommodation process and provide any information required to support the accommodation request in a timely manner.

Interim accommodation measures may be provided, at the discretion of the company, while formal accommodations are being developed and implemented.

An individualized accommodation plan is created in collaboration with the General Manager, the individual who requires accommodation, any applicable healthcare professionals, and third-party experts as required. Accommodations may be temporary or permanent based on the requirements of the individual.

The company examines all options and proposes the accommodation that provides equal opportunity, benefits, and privileges to what others experience, that is inclusive, and that respects dignity and individual needs of the employee or candidate. The accommodation provided may not necessarily be the individual's preferred accommodation, but their preferences are taken into consideration.

The company makes every reasonable effort to accommodate employees in their current position. Where all options for accommodation have been exhausted in their current role, employees may be offered an alternate role.

If the company proposes an accommodation and the employee has concerns that it will not meet their needs, they should immediately communicate their concerns to the General Manager. Further discussions may be held if reasonable concerns are raised. If an employee cannot identify their concerns about the accommodation or declines a reasonable offer of accommodation proposed by the company, the company has fulfilled their duty to accommodate and is not obligated to provide an alternative option.

Once the proposed accommodation is agreed upon, the accommodation plan is documented in writing and signed by both the individual requesting accommodation and the General Manager.

All information gathered related to the accommodation process, including the accommodation plan, is kept confidential and shared only as necessary to provide the accommodation.

BFORs and Undue Hardship

If Fire Monitoring of Canada Inc. cannot accommodate an individual's needs without experiencing undue hardship or due to a BFOR, the company will explain its reasoning to the individual. Where the company cannot provide full accommodation, the company may be able to provide partial accommodation.

Monitoring

Accommodation plans are monitored and reviewed regularly. If any changes to the workplace affect the individual's accommodation, they are informed of this promptly and the accommodation is adjusted as needed.

Fire Monitoring of Canada Inc. recognizes that accommodation needs may change over time or require adjustment. Individuals on an accommodation plan should inform the company if their needs change, or if their accommodation is not working effectively, so that adjustments can be made.

Acknowledgement and Agreement

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____