STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	**HR 5.04.ON Rev 4**
Section:	Employee Relations		
Subject:	**ACCOMMODATION on the BASIS of DISABILITY**	Effective:	Jan 1, 2022
Issue to:	All Employees	Page:	1 of 4
		Replaces:	HR 5.04.ON Rev 3
Issued by:	Human Resources	Issued:	Mar 1, 2021

1 POLICY

1.01 Where an employee requests an accommodation for needs related to a disability, Sphere Manufacturing Group (Sphere) will accommodate the employee to the point of undue hardship. Where an accommodation would cause undue hardship, Sphere Manufacturing Group will implement the next best accommodation short of undue hardship.

1.02 Sphere is required to and will comply with certain provisions contained in the *Accessibility for Ontarians with Disabilities Act, 2005* ("AODA") and Part III — Employment Standards of the Integrated Accessibility Standards Regulation made under the AODA.

1.03 All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to state Sphere's commitment to the prevention and removal of barriers to people with disabilities, to the accommodation of persons with disabilities and to establish processes by which persons with disabilities may request accommodation.

3 SCOPE

3.01 This policy applies to all locations in Ontario.

4 RESPONSIBILITY

4.01 Each manager is responsible for ensuring the principles outlined in this Statement of Policy and Procedure are adhered to throughout all business activities.

4.02 The employee requesting an accommodation and his or her immediate manager are responsible for working together cooperatively with the goal of finding a reasonable accommodation and developing an accommodation plan.

5 DEFINITIONS

5.01 "**Disability**" means,

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

(b) a condition of mental retardation impairment or a developmental disability;
(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
(d) a mental disorder; or
(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Accessibility for Ontarians with Disabilities Act, 2005 (Ontario) and Regulations
Human Rights Code (Ontario)
SPP HR 2.01.ON — Employment Principles
SPP HR 5.07.ON — Personal Information Protection
SPP HR 6.06.ON — Alcohol and Drugs in the Workplace
SPP HR 6.13.ON — Return to Work Program

7 PROCEDURE

7.01 (a) During the recruitment process, Sphere Manufacturing Group shall notify job applicants and the public about its commitment to accommodate those with disabilities, and shall advise those selected for an interview that accommodation is available upon request. If a selected applicant requests an accommodation, Sphere Manufacturing Group shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

(b) Successful applicants and employees shall be notified of Sphere's policies regarding accommodating employees with disabilities as soon as practicable after their employment begins and whenever a change in policy takes place.

7.02 (a) Employees who wish or need to raise a potential accommodation issue shall do so by submitting a request for accommodation, preferably in writing, to their immediate manager. The request should:

- describe the limitations on the employee's ability to perform the duties of his or her position caused by the disability;
- describe any accommodation(s) sought;
- provide sufficient information to confirm the existence of a need for accommodation.

(b) If an employee is under a program of medical treatment which requires the consumption of prescription drugs, including medical marijuana, or over-the-counter drugs, which are labelled or known to cause impairment, the employee is required to inform his or her supervisor about the program immediately so that the risk of impairment relative to the employee's safe job performance can be considered.

7.03 When necessary to facilitate the assessment and determination of a reasonable accommodation, the employee may be required to participate in the development of an accommodation plan and to provide relevant medical information to Sphere Manufacturing Group Employees seeking accommodation on the basis of disability are expected to provide their fullest cooperation in providing any information or medical assessments and participating in assessments relevant to determination of the accommodation request. The employee may request the participation of an in the development of the accommodation plan.

7.04 The manager and the Human Resources Manager or designate will jointly assess the accommodation issue in light of the information provided and the individual needs of the employee. During the assessment phase, Sphere Manufacturing Group reserves the right to require further information, including relevant medical information or opinions that will assist Sphere Manufacturing Group to determine if a reasonable accommodation can be achieved and how it can be achieved. Sphere further reserves the right to require the employee to participate in a needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.

7.05 The manager and Human Resources Manager or designate will jointly finalize a decision regarding the accommodation issue. The manager shall notify the employee, in writing or other format as required by the employee's disability, of the decision and the reason(s) for the decision.

7.06 If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision for further review. The decision of the management team shall be final and binding upon the parties.

7.07 Sphere Manufacturing Group shall ensure that the employee's personal medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation in accordance with SPP HR 5.07.ON — Personal Information Protection.

7.08 Sphere Manufacturing Group shall provide individualized workplace emergency response information to disabled employees who require it, and to any person designated to assist the disabled employee, with the consent of the disabled employee, and shall review the individualized workplace response information upon the following events:

(a) when the employee moves to a new location in the workplace;
(b) when the employee's overall accommodation needs are reviewed; and
(c) upon review of Sphere's general emergency response policies.

7.09 Employees who are absent from work due to their disabilities shall participate in the development of a return to work process which includes the development of an individual accommodation plan. Employees who require an accommodation in order to return to work shall submit a request for accommodation in accordance with paragraph 7.02 above.

7.10 Accessibility needs of employees and individual accommodation plans will be taken into account when managing an employee's performance, career advancement or opportunities for redeployment.

7.11 All employees and volunteers will be provided with adequate training with respect to the *Human Rights Code* (Ontario), the *Accessibility for Ontarians with Disabilities Act, 2005* and the accessibility standards required thereunder.

REVISION CONTROL

Date	Revision	Effective
May 1, 2007	• The term "handicap" is changed to "disability" wherever it appears. • ¶5.01 definition changed to amended definition in *Human Rights Code.*	May 1, 2007
Nov. 1, 2011	• The word "Workplace" is deleted from the policy title. • ¶1.02 new paragraph added. • ¶2.01 amended to include requirements of AODA. • ¶6 amended to include reference to the Accessibility for Ontarians with Disabilities Act (AODA), SPP HR.5.07.ON — Personal Information Protection, and SPP HR 6.13.ON — Return to Work Program. • ¶7.01 & ¶7.02 new paragraphs inserted to include requirements of AODA and subsequent paragraphs are renumbered. • ¶7.04 amended to require employee participation in accommodation plan. • ¶7.05 amended in accordance with AODA. • ¶7.08 – ¶7.12 new paragraphs added to comply with AODA.	Jan. 1, 2012
Aug. 1, 2014	• ¶1.01 Reworded to commit to accommodating persons with disabilities to the point of undue hardship. • ¶1.03 New paragraph added. • ¶4.02 New paragraph added • ¶6 Reference to SPP HR 6.06.ON — Alcohol and Drugs in the Workplace added. • ¶7.01 Renumbered to ¶7..01(a). Previous ¶7.02 renumbered to ¶7.01(b). Subsequent paragraphs renumbered. • Previous ¶7.03 renumbered to 7.02(a) and new paragraph ¶7.02(b) added. • ¶7.03 Last sentence of ¶7.04 moved to this paragraph. • ¶7.04 Human Resources Manager is substituted for General Manager. • ¶7.05 Human Resources Manager is substituted for General Manager.	Aug. 1, 2014
May 1, 2022	Reviewed and updated to apply to all Sphere locations.	Jan 1, 2022