

WORKPLACE ACCOMMODATION

When completing an online application, keep in mind that there may be alternate formats provided to accommodate your disability.

During the selection process, a person's qualifications must be assessed after the person has been accommodated. Types of accommodation during the selection process may include but are not limited to:

- providing information about the position in multiple formats for candidates who are
- blind or visually impaired,
- ensuring that applicants who are deaf or hearing impaired can make inquiries via a TTY number or fax,
- allowing extra time, where appropriate, for tests or exams and
- ensuring that the interview site is physically accessible.

In the workplace, types of accommodation may include but are not limited to: implementation of a variety of adaptive technology, providing work space and furnishings appropriate to the nature of the disability, and adapting training programs to the needs of employees with disabilities, including those with learning disabilities.

Here are some examples of reasonable workplace accommodations for persons with disabilities:

- **Modification of Work Environment:** This involves making changes to the physical workspace or providing assistive technologies to help the individual perform their job duties.
- **Flexible Work Arrangements:** This could include flexible work hours, telecommuting, or part-time work schedules.
- **Job Restructuring:** This might involve reallocating or redistributing marginal job functions that an employee is unable to perform because of a disability.
- **Provision of Assistive Devices:** These could include specialized equipment, software, or technology that can assist an individual in performing their job duties.
- **Support Services:** This could include interpreters, note-takers, job coaches, or other similar services.
- **Policy Adjustments:** This could involve changes to company policies, practices, or procedures to ensure they do not discriminate against individuals with disabilities.

Please note that these are general accommodations, and the specific needs of an individual may vary. It's highly recommended to check directly with each organization for their specific accommodation policies and practices. 1

According to Employment and Social Development Canada, Fifty-seven percent said the accommodations needed by employees cost absolutely nothing, while 37 percent reported a one-time cost. Only 4 percent said the accommodation resulted in an ongoing, annual cost to the company. Of those accommodations that did have a cost, the average one-time expenditure by employers was \$500.²

There are several benefits to hiring people with disabilities, including higher morale, greater innovation and increased motivation, as noted by Jennifer Dublino ([How Hiring People With Disabilities Helps Businesses](#)) and Judy Owen ([The Benefits of Disability in the Workplace \(forbes.com\)](#)).

The Ontario Human Rights *Code* protects people from discrimination and harassment because of past, present and perceived **disabilities**. “Disability” covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time. Disabilities include sensory, physical, mental, and learning impairments, or any other condition that results in functional limitations (restrictions in performing fundamental physical/mental/social actions).³

¹ The Fundamentals - Accommodation Options, Government of Canada., Accessed June 2024
<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/health-wellness-public-servants/disability-management/fundamentals-accommodation-options.html>

²Employment and Social Development Canada. “Rethinking Disability in the Private Sector.” Accessed December 2014. http://www.esdc.gc.ca/eng/disability/consultations/rethinking_disabilities.shtml

³Ontario Human Rights Commission. “Policy and guidelines on disability and the duty to accommodate”. Accessed December 12, 2014. <http://www.ohrc.on.ca/en/policy-and-guidelines-disability-and-duty-accommodate>

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