



Accessibility Policy

Purpose: To outline Shift and Revolution Recycling's commitment to preventing and/or removing barriers to people with disabilities, to accommodate persons with disabilities to the point of undue hardship and to establish a process by which persons with disabilities may request accommodation.

Scope: Applies to all Shift and Revolution employees in Ontario.

Responsibility: The HR Manager along with the Plant Manager is responsible for the implementation, maintenance and continual improvement of this procedure.

Sections

1. Policy

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1. Policy

Where an employee requests an accommodation for needs related to a disability, Shift & Revolution Recycling will accommodate the employee to the point of undue hardship. Where an accommodation would cause undue hardship, Shift and Revolution Recycling will implement the next best accommodation short of undue hardship.

Shift and Revolution recycling is required to and will comply with certain provisions contained in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Employment Standards of the Integrated Accessibility Standards Regulation made under AODA.

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

2 – Definitions

"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 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.

3 –Procedure

1. During the recruitment process, Shift and Revolution Recycling 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, Shift and Revolution Recycling shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicants accessibility needs due to disability.

Successful applicants and employees shall be notified of Shift and Revolution Recycling’s policies regarding accommodating employees with disabilities as soon as practicable after their employment begins and whenever a change in policy takes place.

2. 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 or the HR department. 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 the accommodation sought;
 - Provide sufficient information to confirm the existence of a need for accommodation.

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 manager about the program immediately so that the risk of impairment relative to the employee’s safe job performance can be considered.

3. 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 Shift and/or Revolution Recycling. 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 a representative in the development of the accommodation plan.
4. The manager and Human Resources Department will jointly assess the accommodation issue in light of the information provided and the individual needs of the employee. During the assessment phase, Shift and Revolution Recycling reserves the right to require further information, including relevant medical information or opinions that will assist Shift and Revolution to determine if a reasonable accommodation can be achieved and how it can be achieved. Shift and Revolution Recycling 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.
5. The manager and Human Resource Department 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 reasons for the decision.

6. If the employee is not satisfied with the decision regarding the request for accommodation, the employee may appeal the decision to the President for further review. The decision of the president shall be final and binding upon the parties.
7. Shift and Revolution Recycling 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.
8. Shift and Revolution Recycling 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:
 - When the employee moves to a new location in the workplace
 - When the employee's overall accommodation needs are reviewed; and
 - Upon review of Shift and Revolution's general emergency response policies.
9. 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.
10. Accessibility needs of employees and individual accommodation plans will be taken into account when managing an employee's performance and career advancement.
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.