

LT Custom Furnishings Inc.
ACCESSIBLE EMPLOYMENT
ACCOMMODATIONS

January 1, 2019

Notice of Accommodation for the Recruitment and Selection Process

(Added to all recruitment letters.)

LT Custom Furnishings Inc. welcomes persons with disabilities to apply for the positions advertised. We offer assistance to accommodate you through the interview and selection process. Please contact us in advance so we may assist you in any way we can.

Notice of Accommodation to a Successful Applicant.

(Added to acceptance letters for all new employees.)

Lt Custom Furnishings Inc. has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please contact the author of this employment offer at the telephone number or by e-mail at the email address below so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment.

Name of Authorized Employment Officer: Jill Stoneman

Telephone: 905-303-0005 x 225

Email Address: jill.stoneman@ltcustom.com

LT Custom Furnishings Inc.

Informing Employees of Supports Individual Accommodation Policy

LT Custom Furnishings Inc. is committed to an inclusive workplace. All employees are encouraged and given the tools and supports needed to develop and advance in their careers. When employees with disabilities face barriers to their career advancement, the organization takes specific actions to remove these barriers.

Job accommodations can include accessible formats and communication supports for information, physical or structural modifications, changes in work demands and schedules, or the use of assistive devices, people and animals. The accommodation allows an employee with a disability to access and participate in the workplace and to complete the same duties and requirements as other employees. It can be temporary or permanent, depending on the needs of the employee.

The company will work with workers with disabilities to provide supports to accommodate training, development and advancement, return to work programs and emergency procedures.

Any worker wishing to take advantage of Individual Accommodation Policy is encouraged to communicate their desire to any company officer. It is the duty of every company officer to use individual accommodation and support procedures for employees with disabilities.

Accessible Formats and Communication Supports for Employees

(Internal Accommodation Guide)

When hiring new employees, redeploying employees, or when made aware of any employee requiring support due to a disability, a company officer will accommodate the worker to assist in their successful employment and advancement with the company.

Supports to assist the worker with communication to be considered are enhanced accessible formats including:

- text-to-speech versions;
- Braille;
- large print;
- accessible PDFs;
- plain language versions;
- closed-captioning for videos and
- any other reasonable accommodation to achieve the objective.

The company officer, however, has the flexibility to decide on the most appropriate accessible formats or communication supports for the employee. The format chosen will depend on both the needs of the employee and the capacity of the employer to provide the support.

The employer can use feedback from a test audience to determine if the information being provided is clear and understandable.

Workplace Emergency Response Information

The company will provide individualized workplace emergency response information to employees who have a disability if the disability is such that the personalized information is necessary and the company is aware of the need for the accommodation due to the employee's disability.

If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to assist the employee.

The company will provide the information required as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.

The company will review the individualized workplace emergency response information,

- when the employee moves to a different location in the organization;
- when the employee's overall accommodations, needs or plans are reviewed; and
- when the employer reviews its general emergency response policies.

Individual Accommodation Plan

The company is committed to accommodating any employee with a disability by providing an individual accommodation plan that addresses the specific needs of the employee. The process for developing a plan is as follows:

The employee will participate in the development of the accommodation plan. The company officer assigned to the development of the plan will consult with the employee to develop the plan and provide reasonable accommodation based on input from the employee.

The company officer assigned to the individual development plan will assess the employee, their needs and request for accommodation on an individual basis.

The company officer assigned to the individual development plan will, on the request of the employee, will allow for an agent of another employee from the company to participate in the development of the individual accommodation plan.

On request by the employee, the company and the officer assigned to the individual development plan will allow an evaluation from an outside medical or another expert on how the accommodation can be achieved for the employee.

The company and the officer assigned to the individual accommodation plan development will ensure the details of the plan remain confidential to the officer and the employee. Details of the plan will only be revealed by the permission of the employee.

The company will ensure the completed individual accommodation plan, and the details for implementing the plan are communicated to the employee in a way that takes into consideration the employee's disability. The company will take every reasonable measure to ensure the individual accommodation plan, and its implementation is adequately communicated.

The officer assigned to the development of the individual accommodation plan will review and update the plan, if required annually or:

- when the employee has been re-assigned to a new position in the company;
- when a return to work procedure is implemented or
- on the request of the employee.

If the company denies the implementation of an individual accommodation plan, the denial will be delivered in a face to face meeting with the employee and written form. The details of the denial will take into consideration the employee's disability. The company will take every reasonable measure to ensure the denial is adequately communicated.