



Accommodation Policy

Purpose

Platform is committed to fostering a workplace environment where all Employees are treated with respect and dignity.

Platform will provide workplace accommodation, to the point of undue hardship. The purpose of accommodation is to ensure that individuals who are otherwise able to work are not discriminated against by being excluded from doing so when working conditions can be adjusted.

Application

This policy applies to all current Employees and applicants for employment at Platform. This policy applies to all aspects of employment including, but not limited to, recruitment, selection, training, promotion, transfers, work arrangements, compensation and benefits, and termination of employment.

Policy

Expectations

Accommodation is a shared responsibility between Employees and Platform, as the employer. Both parties have a duty to cooperate in the process.

Platform is responsible for:

- Eliminating barriers that prevent Employees and job applicants from accessing, or being included in, the workplace;
- Minimizing the need for individual accommodation by regularly reviewing rules, policies, by-laws, and practices to ensure that they are not discriminatory;
- Providing information in accessible formats upon request;



- Ensuring that all Employees and job applicants are advised of their right to be accommodated;
- Addressing requests for accommodation in a timely, confidential, and sensitive manner;
- Providing individual accommodation to the point of undue hardship; and
- Ensuring that this policy is effectively and fairly implemented.

Employees and job applicants are responsible for:

- Making your accommodation needs known. This does not require the disclosure of the specific reason for your need for accommodation but only the workplace-related restrictions that are created;
- Answering questions and generally working with us to explore possible solutions;
- Providing required documentation in support of your request for accommodation, including information about any restrictions or limitations;
- Accepting an offer of accommodation that meets your needs and respects your dignity, even if it is not your preferred accommodation option;
- Meeting any agreed-upon performance and job standards once an accommodation plan has been developed and implemented; and
- Working with us on an ongoing basis to evaluate the accommodation plan and determine whether it is still required or needs to be adjusted.

Procedures for Accommodation

Job Applicants

When contacted for an interview, job applicants will be advised that Platform has an accommodation policy and asked whether they require accommodation to participate in the hiring process.



The Managing Director or hiring Manager will evaluate the job applicant's request for accommodation and may request more information from the applicant to facilitate the accommodation.

If a request for accommodation is denied, the reason(s) why will be clearly communicated to the job applicant.

Privacy and Confidentiality

All records associated with accommodation requests will be maintained in a secure location and will only be shared on a need-to-know basis.