

Todd Pools Ltd Individual Accommodation Plan

Todd Pools is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs.

1. Recognize the need for accommodation

Accommodation can be:

- requested by the employee
- identified by the employee's manager or hiring manager

2. Gather relevant information and assess individual needs

The employee is an active participant in this step

- Information will be collected on the employee's functional abilities, not the nature of the employee's disability
- The employee's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process. All personnel files are locked in the controller's office and all meeting and discussions are held behind closed doors.
- The employee and his/her manager will work together to find the most appropriate accommodation. For example work from home
- A medical or other expert may be engaged (at the company's expense) to help determine if/how the employee's needs can be accommodated. The need to bring in a medical expert or other expert will be discussed with employee during a meeting. The agreed upon approach will be communicated to the employee in an email and the employee will be asked to reply to the email giving consent to proceed with the plan agreed upon.
- Should the employee ask a bargaining agent or other workplace representative to participate in the process a mutual time will be agreed upon when all parties can meet to discuss.

3. Write an individual accommodation plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- What accommodation(s) will be provided
- How to make information accessible to the employee, including accessible formats and communication supports, options include but not limited to braille, accessible audio formats, large print, video transcript
- Employee emergency information and/or emergency response plan (if applicable)

- The plan will be reviewed and updated on bi weekly basis. Both the employee and employer will meet to review and update the plan either by zoom call or in the office depending on the circumstances.

The manager will give the employee in an accessible format (large print, email or other communications supports like reading the information to the individual), a copy of the individual accommodation plan, or written reasons for denying accommodation The reasons for denial will sent by email to the employee.

4. Implement, monitor and update the plan

After implementing the accommodation plan, the employee and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. If the accommodation is no longer appropriate, the employee and the manager will reassess the situation (step 2) and update the plan.

The accommodation plan will also be reviewed and updated if:

- the employee's work location or position changes
- the nature of the employee's disability changes