



## **Policy: Reasonable Accommodation (Protected Grounds)**

**Policy Number: GD**

**Policy Type: Personnel**

### **Background:**

The intent of Hanover School Division's Reasonable Accommodation Policy is to provide guidelines regarding the provision of reasonable accommodation to employees who request accommodation under one or more of the protected grounds outlined in the Manitoba Human Rights Code (the Code). This policy is intended to ensure that Hanover School Division's working environment is one that fosters openness and tolerance is free from direct and indirect discrimination. Under the Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment, including preventing and addressing discrimination and providing reasonable accommodation.

### **Definitions**

Discrimination: In accordance with the Code, a person must not (a) refuse to employ or refuse to continue to employ a person, or (b) discriminate against a person regarding employment or any term or condition of employment because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person, gender identity or expression, or because that person has been convicted of a criminal or summary conviction offence where a pardon has been granted.

### **Policy**

Hanover School Division will support the accommodation of employees and job applicants who require workplace accommodation under any of the protected grounds described in the Code. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Hanover School Division. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

Hanover School Division will not tolerate any form of discrimination against any individual, including job candidates, employees, managers, or students, on any grounds. This commitment applies to, but is not limited to, such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Every Hanover School Division employee shall be held personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination. As such, employees must report every incident of discrimination immediately -- whether it was observed, happened to them personally, or if the problem was reported to them.

Hanover School Division will not permit any sort of retaliation or discrimination against an employee who applies for accommodation under the terms outlined in this policy, either by other employees, management staff or third parties.

**Application of this Policy**

For Guidelines applicable to this policy, refer to the Administrative Procedures Manual under the Personnel Section (G) and in particular Administrative Procedure GDA Reasonable Accommodation (Protected Grounds).

Date Policy Created:	June 28th, 2018
Date of last Review:	NEW
Reference(s):	<ul style="list-style-type: none"><li>● HSD Procedure – P-GDA Reasonable Accommodation (Protected Grounds)</li><li>● HSD Policy GC – Employee Substance Use/Abuse Policy</li><li>● HSD Procedure P-GC – Use of Cannabis Procedures</li><li>● HSD Procedure P-GCA – Suspected Employee Impairment Procedure</li><li>● Manitoba Human Rights Code</li></ul>
Related Forms:	