



Policy: Reasonable Accommodation (Protected Grounds)

Policy Number: GD

Policy Type: Personnel

Background:

Hanover School Division aims to provide Reasonable Accommodation to employees who request accommodation under one or more of the protected grounds outlined in the Manitoba Human Rights Code (the Code). The Division will ensure that the working environment is one that fosters openness and tolerance and 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. The Division 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 promptly report every incident of discrimination to their immediate supervisor -- 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.

Date Policy Created	June 28, 2018
Date of last Review:	March 3, 2026
Reference(s):	<ul style="list-style-type: none">● Manitoba Human Rights Code● Policy GC – Employee Substance Use/Abuse Policy <p>Procedures:</p> <ul style="list-style-type: none">● Personnel Section (G)● EAA Use of Service Animal in a School● EAA-1 Request for Approval for USE of a Service Animal● EAA-2 Service Animal Registration Agreement● Policy GC – Employee Substance Use/Abuse Policy
Related Procedures:	SS 1 - Service Animal in a School
Related Forms:	