

## TO Live

## EMPLOYMENT POLICY

| <u>Title</u>                               | <u>Effective Date</u> | <u>Policy Number</u> |
|--------------------------------------------|-----------------------|----------------------|
| AODA – Accommodation and Emergency Support | March 2026            | 232                  |

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TO Live is committed to providing an inclusive, accessible, and barrier-free workplace that respects the dignity and independence of persons with disabilities.

In accordance with the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)** and **Ontario Regulation 191/11 – Integrated Accessibility Standards Regulation (IASR)**, TO Live will provide workplace accommodation and individualized emergency response supports for employees with disabilities, up to the point of **undue hardship**, consistent with the **Ontario Human Rights Code**.

TO Live recognizes that achieving accessibility is a shared responsibility between the organization and employees and is committed to working collaboratively to support employees' ability to perform their roles effectively.

**POLICY STATEMENT**

The purpose of this policy is to establish a formal and consistent framework for:

- Developing Individual Accommodation Plans (IAPs) for employees with disabilities;
- Providing workplace emergency response information for employees who require assistance;
- Ensuring accommodation practices comply with the Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Human Rights Code;
- Supporting accessible employment practices across all stages of employment;
- Protecting employee dignity, privacy, and confidentiality in the accommodation process.

**APPLICATION**

This Policy applies to:

- All TO Live employees, including permanent, temporary, contract, and part-time employees.
- Employees who require workplace accommodation due to a disability.
- Managers and Human Resources personnel responsible for implementing workplace accommodations.

This Policy shall be applied consistently and fairly, in alignment with TO Live's broader employment policies and applicable privacy and access to information requirements.

## **ROLES AND RESPONSIBILITIES**

### **Employees:**

- Inform their manager or Human Resources of the need for accommodation.
- Participate in the accommodation planning process.
- Provide relevant medical documentation where appropriate.

### **Managers:**

- Respond promptly to accommodation requests.
- Work with Human Resources to assess accommodation options.
- Support the implementation of accommodation plans.

### **Human Resources:**

- Oversee the accommodation process.
- Ensure compliance with AODA and Ontario Human Rights Code.
- Maintain documentation and support managers in the accommodation process.

## **INDIVIDUAL ACCOMODATION PLANS**

TO Live will develop written Individual Accommodation Plans for employees with disabilities upon request.

### **The process includes:**

- Individualized assessment of accommodation needs.
- Participation of the employee in the development of the plan.
- The ability to involve a union or workplace representative.
- Protection of employee privacy and confidentiality.

Accommodation plans may include modified duties, assistive technology, scheduling adjustments, and other supports.

## **WORKPLACE EMERGENCY RESPONSE INFORMATION**

TO Live will provide individualized workplace emergency response information for employees with disabilities when required.

### **Emergency response plans will be reviewed:**

- When the employee changes work locations.
- When accommodation needs change.
- When emergency procedures are updated.

**RETURN TO WORK PROCESS**

TO Live supports employees returning from disability-related leave through a documented return-to-work process which may include:

- Functional abilities information.
- Modified work arrangements.
- Gradual return-to-work schedules.
- Updated accommodation plans.

**CONFIDENTIALITY**

All accommodation-related information will be handled confidentially and maintained in accordance with applicable privacy legislation.

**ACCOMMODATION REQUEST PROCESS**

Employees seeking accommodation should contact their Manager or Human Resources and complete the Accommodation and Emergency Support Request Form.