

HOW TO HANDLE A REASONABLE ACCOMMODATION REQUEST

DOES THE REQUEST RESULT FROM DISCRIMINATION OR THE RISK OF DISCRIMINATION BASED ON ONE OR MORE OF THE 14 GROUNDS PROTECTED BY THE CHARTER OF HUMAN RIGHTS AND FREEDOMS? (S.10)



YES

NO

SEARCH FOR A SOLUTION WITH THE PERSON MAKING THE REQUEST.

NO DUTY TO ACCOMMODATE, BUT YOU CAN STILL CONSIDER THE REQUEST AND REACH AN AGREEMENT IF YOU WISH.



DOES THIS SOLUTION CAUSE UNDUE HARDSHIP? (COSTS, ORGANIZATION OR SECURITY AND RIGHTS OF OTHERS)



* BE CAREFUL, HARDSHIP IS NOT NECESSARILY UNDUE.

YES

NO

NO DUTY TO ACCOMMODATE. INFORM THE PERSON AND JUSTIFY THE DECISION IN WRITING.

INFORM THE PERSON THAT YOU ARE GRANTING THIS ACCOMMODATION. DETAIL ITS TERMS IN A WRITTEN AGREEMENT.

LOOK FOR ANY OTHER POSSIBLE SOLUTION. FOR EACH SOLUTION, PROCEED TO THE ABOVE ANALYSIS.



FOLLOW UP ON THE ACCOMMODATION IN PLACE. IF NECESSARY, ADJUST IT.

