

Human Rights Inclusive Design and Accommodation Procedure – Summary

This procedure explains how the District will meet the duty to accommodate under the [Ontario Human Rights Code](#). It covers all prohibited grounds of discrimination under the [Human Rights, Anti-Discrimination and Anti-Racism Policy](#) (the “Human Rights Policy”) and outlines unique barriers and accommodation needs for students and employees based on disability, creed/religion, gender identity and gender expression.

This procedure, together with the Human Rights Policy and related procedures, supports the District’s commitment to provide services, employment and learning and working environments that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment. To uphold this commitment, the District provides learning resources and professional development opportunities for all employees to:

- Apply inclusive design principles to proactively prevent discriminatory barriers
- Meet the duty to accommodate under the Ontario Human Rights Code and the Human Rights Policy to the point of undue hardship
- Address discriminatory biases, stereotypes and assumptions about people based on their identity or because they require accommodation.

Students and/or their family should submit their accommodation request to their school principal. Employees should submit their request to their manager, or to People and Culture (Abilities Management) for employee disability-related accommodation requests. In some cases, the District may need more information to support the request and to complete the accommodation process.

The procedure outlines everyone’s roles and shared responsibilities and the steps in the accommodation process. The District will collaboratively explore accommodation options on a case-by-case basis that:

- Address the person’s accommodation needs
- Maximize dignity, respect, individualization, integration and full participation.

The District will work with the person requesting accommodation to develop an *Accommodation Plan* that outlines the accommodation needs, the accommodation arrangements, any transition needs or other unique considerations and a review date.

Throughout the accommodation process, the District will treat the accommodation request sensitively and confidentially and will only share information with consent or with those who need to know to make the accommodation.

The District recognizes that some students, families or employees may not feel safe raising accommodation requests. It is a violation of the Human Rights Policy to threaten, penalize, punish,

retaliate against or treat someone negatively because they made an accommodation request. The District encourages people to report instances of reprisal so that they can be addressed.

For more information about rights, responsibilities and the accommodation process, as well as unique inclusive design considerations, barriers and needs related to ableism, disability, gender identity, gender expression and creed/religion, please read the full [Human Rights Inclusive Design and Accommodation Procedure](#).