

**Hoya Canada Human Resources**

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Human Resources Focus:**04-010 ACCOMMODATION OF DISABILITIES IN THE WORKPLACE****CONTENTS:**

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PROPRIETARY INFORMATION

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1. PURPOSE

HOYA is committed to meeting obligations under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) by providing accommodation to employees and job applicants who require them due to disability.

2. PROCEDURE

During the recruitment process HOYA will notify job applicants about our commitment to accommodate persons with disabilities during the interview process.

Employees will be provided with information on accommodation due to disabilities and our policies. Employees who request accommodation must do so in writing to their immediate supervisor.

Accommodation request may be short or long term. The request must include:

- a) a description of the condition or circumstances causing the accommodation issue
- b) details of the accommodation measures sought to address the need.

When HOYA receives a request for accommodation, the Supervisor will:

- Accept requests for accommodations in good faith
- Act promptly
- Ask only for the information needed to provide the accommodation
- Actively seek appropriate accommodation solutions
- Cooperate with other parties where necessary
- Respect the dignity and privacy of the employee asking for accommodation
- Consider the costs of the accommodation, to the point of undue hardship

Employees seeking accommodation may be required to provide medical documentation and clarify their functional abilities. Employees are also expected to fully cooperate in their accommodation plan and provide updates on their progress.

HOYA will evaluate every request on an individual basis and make adjustments/changes where possible. Accommodation does not have to be provided if it would result in undue hardship, as defined by the applicable legislation.

3. DOCUMENT CHANGE HISTORY

Revision Date [DD/MM/YYYY]	Nature of Revision	Document Review Participants
12/07/2023	Document original issuance	Renata Correia, Director of Human Resources
11/07/2025	Document update	Renata Correia, Director of Human Resources