

Accommodation Policy

1.0 Policy Statement

Tyco Electronics Canada Ltd (the “Company”) is committed to creating and maintaining a barrier-free work environment to ensure the full participation of all persons. To this end, the Company will, where it is possible and reasonable to do so and does not cause undue hardship, alter existing policies or practices, adopt new policies or practices, make adjustments to the worksite, or re-assign employees unable to perform the duties of their job to alternate work assignments. This Policy provides guidance for the provision of these accommodations for all current and potential employees (*herein referred to as employee(s)*).

2.0 Definition

An accommodation is a measure taken to alter or eliminate a policy, practice or physical feature of the worksite which has or may have an adverse impact on, and which constitutes a barrier to, the full participation of employees from the designated groups identified in the federal *Employment Equity Act* – women, Aboriginal peoples, persons with disabilities and visible minorities. This includes all grounds covered by the *Canadian Human Rights Act* and is not limited to the accommodation of person’s with disabilities (i.e. religious accommodation, etc).

Accommodation means an exemption from or an adjustment to general policies and facilities for an individual with particular needs. It is provided when the policies or facilities in question are, broadly speaking, justifiable, but have an adverse impact on the members of some groups. For something to be justifiable, it must be clearly linked to the nature of the work performed or service provided by the Company.

2.1 Examples of Accommodation

Types of accommodation during the selection process may include, but are not limited to:

- providing information about the position in multiple formats (i.e. for candidates who are blind or visually impaired)
- ensuring that applicants who are deaf or hearing impaired can make inquiries via a TTY number or fax
- allowing extra time, where appropriate, for tests or exams
- ensuring that the interview site is fully accessible

Types of accommodation in the workplace may include, but are not limited to:

- attendant services
- adaptive technology
- changes to work sites
- flexible work arrangements, including, but not limited to, telework, task modification, allowing time for religious observance or other alternative work arrangements

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- converting printed matter to alternative media and reader services for employees who are blind or visually impaired
 - providing work space and furnishing appropriate to the nature of the disability;
 - providing interpreters for deaf and hearing-impaired employees
 - adapting training programs to the needs of employees with disabilities, including those with learning disabilities
 - cultural accommodation

Alternate formats can include:

- braille documents
- large print documents
- electronic versions of documents

3.0 Responsibilities

Overall responsibility for implementing this Policy is with Tyco Electronics Canada Ltd. The Company will advise employees about their right to accommodation and assist the employee in identifying the most suitable accommodation.

There is, however, a shared responsibility for ensuring that accommodation needs are identified. The employee has a responsibility for requesting accommodation including identifying, where possible, the types of accommodation she or he considers appropriate.

4.0 Procedure

4.1 Initiating Requests

The onus for initiating the accommodation request is with the employee who requires the accommodation.

4.1.1 Employee Requiring Accommodation

The employee requiring accommodation will:

- make the request to her/his immediate supervisor (employee)
- make the request to the Manager of Human Resources (potential employee)
- identify the type of accommodation required, if possible
- participate and cooperate to facilitate the accommodation
- provide the necessary documentation

An employee requesting an accommodation is expected to be reasonable in responding to proposals put forward by the Company.

4.2 Processing Requests

4.2.1 Supervisors

On receiving a request for accommodation, the supervisor will:

- identify accommodation options appropriate to that employee
- work in close cooperation with the employee and/or their representative
- pass the request to the Manager of Human Resources if the accommodation requires action that exceeds the supervisor's budget or authority to act
- participate and cooperate to facilitate the accommodation

4.2.2 Manager of Human Resources

On receiving a request for accommodation, the Manager of Human Resources will:

- work with the employee in an efficient manner to find the most appropriate means of accommodation
- ensure that the employee can participate in the selection process as fully as possible
- seek the advice of a specialist, with the employee's consent, where the request involves issues outside the expertise of the Company
- confer with the Controller if an accommodation request requires a commitment of resources which the Manager of Human Resources believes is beyond the budget for accommodation or raises the likelihood of undue hardship

The Supervisor or Manager of Human Resources may request relevant documentation from the employee to support the need for accommodation.

4.3 Other Parties

4.3.1 Tyco Electronics Canada Ltd

The Company will:

- ensure that all employees are provided with a copy of this Policy (made available in alternative formats, as required)
- educate and communicate with all personnel about this Policy
- educate supervisors about their role in accommodation and ensure they abide by this Policy
- make available the resources necessary for implementing this Policy
- participate and cooperate with all parties to facilitate the accommodation while respecting the dignity of the individual
- provide accommodation to the point of undue hardship
- respect individuals' right to privacy and confidentiality

5.0 Undue Hardship

Accommodation will generally be provided up to the point of undue hardship. Undue hardship is determined on a case-by-base basis. Factors that constitute or may contribute to undue hardship include: insupportable costs, substantial disruptions of operations, and health and safety considerations. If any of these factors create a burden which cannot be reasonably borne by the Company, the obligation to accommodate is suspended.

6.0 Appeal

Should an accommodation request be denied or an alternative offered, the employee requesting the accommodation will be informed of:

- the reasons for the decision
- the right to request a review of the decision

The employee may submit a written request for reconsideration to the Controller as well as to the appropriate local Human Rights Commission.

7.0 Monitoring and Review

The Controller will monitor all requests for accommodation to ensure the Policy has been implemented correctly and is being maintained.

The Company will review this Policy on a regular basis and will make revisions as necessary. All employees will be invited to contribute to the review process. Tyco Electronics Canada will also accept comments on this Policy at any other time and, unless the comment raises an urgent concern, will consider the comments during the review. Comments outside the review should be directed to the Controller.

8.0 Confidentiality

All documents relating to specific requests for accommodation will be kept confidential and will only be disclosed with the express consent of the employee. No documentation with regards to accommodation will be kept in the personnel file of the employee.