

# Welcome to How to Request Accessibility Accommodations in the Workplace

\*Please note that this presentation is not a Government of Ontario document but rather suggestions based on the presenter's lived experiences as an individual that requires accommodations in the workplace.\*

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# **Outcomes**

## **What you will Learn**

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**What are Accessibility  
Accommodations?**

**Best Strategies to Notify an  
Employer about your  
Accommodation Needs**

**Do's and Don'ts**

**Recommendations for jobseekers  
with various disabilities**

# What are Accessibility Accommodations?

- Accessibility Accommodations are adjustments in the
    - Position
    - Job description
    - Personalized workplace equipment
    - Work environment
  - So an employee with a disability can perform their duties
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# Do I have to disclose my disability when asking for accessibility accommodations?

- **No**, you don't have to get specific about your disability
    - Just your accessibility accommodation needs
  - Simply identify your needs for an accessibility accommodations due your disability
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# How do I determine if I need a workplace accessibility accommodation?

- Ask yourself a few questions before you decide if an accessibility accommodation is necessary for you:
    - What would be my duties in this job?
    - Have I had accommodations before?
      - school
      - previous positions
    - Can I identify more than one solution to my accessibility accommodation needs?
    - Does this employer value diversity and inclusion?
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# How to identify employers who value employees with disabilities?

- When conducting your job search look for Employer websites and job ads that have phrases like:
    - Diversity employer
    - Equal opportunity employer
    - Value diversity
    - Working community
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# Employer Requirements in Ontario

- Under the Accessibility for Ontarians with Disabilities Act Regulation 191/11 the Ontario Government, Public Sector Organizations and Private Organizations have the following requirements as employers:
    1. Workplace Emergency Information
    2. Recruitment Policies
    3. Return to work Policies
      1. Private organizations with less than 50 employees are not required to have a return to work policy
    4. Accommodation Policies
    5. Performance Management, Career Development and Redeployment Policies
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# How do I Advocate for Accessibility Accommodations (What to do)

- Have an honest conversation with your employer about your accommodation needs
  - Identify what accessibility accommodations you need now and might need in the future
  - Identify your accessibility needs as soon as possible
  - Do your research
  - Identify multiple solutions to an accessibility accommodation issue
    - Remember you can always rely on your professional network for assistance
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# What to Avoid

- When asking for an accommodation avoid demands
  - Don't assume the employer will simply agree
  - Don't just give one example for an accommodation
  - Don't be hesitant to have several discussions regarding your accommodation needs
    - Be prepared to meet with your manager, HR representatives and possibly outside consultants
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# Disability-specific Recommendations

## Deaf or Hard of Hearing

- Identify the best two or three types of accommodations (sign language interpretation, closed captioning for meetings and a commitment to have written communications on day to day work issues)

## Blind or Visually Impaired

- Don't be afraid to ask for materials in alternative formats
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# Disability-specific Recommendations (2)

## Mobility

- If you identify a potential barrier recommend a solution also
    - What accommodations have you used before?
    - Think about your accommodation needs as an ongoing discussion
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# Disability-specific Recommendations (3)

## Neurological

- Don't be afraid to identify specific accommodation needs even with a hidden disability
  - E.g. Identify whether you prefer written or oral communication
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