



Policy	Accommodation
Org Name	Paragon Security
Issue Date	January 2010
Revised:	March 2024

PURPOSE

Paragon Security (“company”) is committed to accommodating people with disabilities as well as accommodating those employees who have been absent from work due to a disability in their safe return to work.

POLICY

The company endeavours to accommodate all requests in a responsible and timely manner to the extent that it is reasonably possible, does not cause undue hardship¹ to the company and is consistent with this policy. All requests must be made based on bonified requirements and not cultural or personal norms or preferences. Your supervisor may request evidence to support accommodation requests.

Medical accommodation requests must be supported by documentation from a certified Canadian medical practitioner.

Paragon Security will follow the below process to identify and meet reasonable employee accommodation needs and to help those who require accommodations to return to work.

Employees covered by bargaining agent Local UFCW 333 may request participation of their union representative by calling (905) 850-0096.

Employees may also request representative from their Service Team or any member of Human Resources.

A – PROCEDURE for Individual Accommodation Plan

1. Accommodation can be requested in writing by the employee to their Client Service Director and Human Resources or identified by the employee’s manager.
2. The employee will be asked to gather and provide relevant information, such as the employee’s functional abilities and medical documentation about restrictions, prognosis of return, and any recommendations for accommodations to regular duties/shift. HR, the employee, and the employee’s manager will follow the medical advice from a certified Canadian medical practitioner to assess individual needs and find the most appropriate accommodation.

Any fee’s associated with this request will be at Paragon’s expense.

¹ Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exists, where the creation of accommodation would cause excessive costs that create an undue hardship for the organization, or where the accommodation would create a health and safety hazard.



Policy	Accommodation
Org Name	Paragon Security
Issue Date	January 2010
Revised:	March 2024

3. A detailed Individual Accommodation Plan will be developed including what accommodation(s) will be provided, how to make information accessible to the employee, employee emergency information and/or emergency response plan (if applicable). This plan will be reviewed and updated following employee medical assessment and as new medical evidence is provided. The plan will be shared with the employee in an accessible format or alternatively, a written response for denying the accommodation if doing so would cause undue hardship.
4. Paragon will maintain information related to:
 - The accommodation request;
 - Any documentation provided by the accommodation seeker or by experts;
 - Notes from any meetings;
 - Any accommodation alternatives explored; and
 - Any accommodations provided.

This information will be maintained in a secure location, separate from the accommodation seeker's personnel file, and will be shared only with those persons who need the information.

5. The plan will be implemented, monitored, and updated as needed, including if accommodation requirements change, if the employee's work location or position changes, or when Paragon reviews its emergency response policies.

B - PROCEDURE for Return to Work

1. If an employee needs to take a disability leave, they will inform their manager and HR. The employee and manager will maintain regular contact to check on progress and to discuss return to work expected timing.
2. The employee will be asked to gather and provide relevant information, such as the employee's functional abilities, and medical documentation about restrictions, prognosis of return and any recommendations for accommodations to regular duties/shift. HR, the employee and the employee's manager will follow the medical advice from a certified Canadian medical practitioner to assess individual needs find the most appropriate accommodation.

Any fee's associated with this request will be at Paragon's expense.

3. A detailed individual accommodation plan will be written including what accommodation(s) will be provided, how to make information accessibility to the employee, employee emergency information and/or emergency response plan (if applicable). This plan will be reviewed and updated following employee medical assessment and as new medical evidence is provided. The plan will be shared with the employee in an accessible format or alternatively, a written response for denying the accommodation if doing so would cause undue hardship.



Policy	Accommodation
Org Name	Paragon Security
Issue Date	January 2010
Revised:	March 2024

4. The plan will be implemented, monitored, and updated as needed, including if accommodation requirements change, if the employee's work location or position changes, or when Paragon reviews its emergency response policies.

This Policy is available in accessible formats or communication supports, upon request.

The Policy will be reviewed and approved by the President of the Company.