



Accessibility and Accommodations Policy

1. Purpose

Grand Challenges Canada is committed to creating an inclusive and accessible workplace where all employees, including those with disabilities, can fully participate and contribute. This policy outlines our commitment to providing accommodations to employees with disabilities and ensuring compliance with relevant legislation including the *Accessible Canada Act*, the *Accessibility for Ontarians with Disabilities Act (AODA)* and applicable human rights legislation across Canada, including the *Ontario Human Rights Code*.

2. Scope

This policy applies to all employees of Grand Challenges Canada, including full-time, part-time, temporary, and contract employees, as well as job applicants and visitors.

3. Policy

3.1. Non-Discrimination

Grand Challenges Canada does not discriminate against employees on the basis of disability. All employees are entitled to fair treatment and equal opportunities in all aspects of employment, including recruitment, hiring, training, promotion, and termination. All employees are expected to comply with this Policy and cooperate in the accommodation process. Discrimination or harassment based on disability will not be tolerated and may result in disciplinary action, up to and including termination of employment.

3.2. Guiding Principles

Grand Challenges Canada will make reasonable efforts to ensure that all policies, practices and procedures for accessibility will be consistent with the following principles:

1. **Respect for dignity:** maintaining confidentiality and ensuring individuals are included in the process of their own accommodation.
2. **Individualization:** recognizing that each person's needs are unique, and accommodations may need to be revisited over time.
3. **Integration and full participation:** ensuring accommodations enable full participation in the workplace.
4. **Equal Opportunity:** ensuring accommodated individuals have the same access and opportunities as non-accommodated individuals.

3.3 Accommodation Process

Employees who require accommodation due to a disability should inform their manager or the Human Resources department as soon as possible. Grand Challenges Canada will collaborate

with the employee to identify and implement appropriate accommodations that enable the employee to perform the essential duties of their job. The accommodation process will be collaborative and respectful, maintain confidentiality, be addressed in a timely manner, consider individual needs and be documented appropriately.

Grand Challenges Canada will respect the privacy and confidentiality of employees who request accommodation. Information regarding an employee's disability and accommodation needs will be disclosed only on a need-to-know basis and with the employee's consent.

4. In Practice

4.1 Required Information

Accommodation seekers may be expected to provide the following information to support an accommodation request:

- Confirmation that the person has a disability or a medical condition
- The limitations or needs associated with the disability
- Whether the person can perform the essential job duties with or without accommodation
- The type of accommodation(s) needed to fulfill essential job duties
- For employees on leave, regular updates about expected return to work

Grand Challenges Canada will explain why specific information is being requested and how it relates to accommodating the person. Wherever possible, we will make genuine efforts to provide needed accommodations without requiring disclosure of a diagnosis or unnecessary medical information.

4.2 Individualized Accommodation Plans

Where necessary, Grand Challenges Canada will develop individualized accommodation plans (IAPs) in collaboration with the employee and, if applicable, relevant medical professionals. Depending on the circumstances that necessitate an IAP, Grand Challenges Canada may develop the IAP in conjunction with University Health Network. IAPs will outline the specific accommodations required, the responsibilities of both the employee and the employer, timelines for implementation, and a review and modification process.

4.3 Types of Accommodations

Grand Challenges Canada recognizes various types of accommodations may be needed. Examples include but are not limited to:

1. Scheduling accommodations:
 - Flexible work schedules to maximize focus or work with transit scheduling
 - A compressed work week
2. Office accommodations:
 - Accessible entrances and elevators at the Grand Challenges Canada office.
 - Accessible bathrooms with handrails and wide doorways for mobility aids.

3. Workstation accommodations:
 - Raised or standing desks
 - Ergonomic supports
 - Quiet workstation
 - Stairless route to workstation
 - Lighting adjustments
 - Noise reduction options
 - Remote work arrangements

4. Time-off accommodations:
 - Flexibility for medical appointments
 - Flexible deadlines when needed due to disability-related absences

5. Communication supports:
 - Written instructions with clear steps
 - Visual aids and progress tracking tools
 - Meeting notes and transcripts
 - Accessible formats (Braille, large print, electronic text etc.)
 - Assistive technology (screen readers, speech recognition software, etc.)

6. Hiring Process Accommodations:
 - Providing link to Accommodation Policy in all job postings
 - Sharing questions in advance or in writing.
 - Discussing necessary accommodations before interviews
 - Ensuring probationary period begins after accommodations are in place.

All GCC stakeholders are welcome to bring support persons to GCC office, events and premises as needed.

4.4 Communications Accessibility

Grand Challenges Canada will ensure that its website conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, that information is available in accessible formats upon request and that communications are clear and accessible to all.

5. Learning and Evaluation

5.1 Training and Awareness

All employees must complete an AODA training before beginning their employment. This training may be facilitated through University Health Network. Grand Challenges Canada provides training to all employees, including managers and supervisors, on disability awareness, accessibility principles, and the accommodation process.

Feedback on how services are delivered to people with disabilities can be provided directly to GCC HR via email at hr@grandchallenges.ca.

5.2 Review and Revision

This Policy will be reviewed periodically to ensure compliance with relevant legislation and to address any emerging issues or concerns related to accessibility and accommodation in the workplace. This Policy falls under the purview of Grand Challenges Canada's Governance & Human Resources Committee.

6. Additional Resources

Employees are encouraged to refer to the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Commission's guidelines on accommodation for further information on their rights and responsibilities.

Grand Challenges Canada's Multi-Year Accessibility Plan will be readily available upon request on our website, in accessible format including hard copy and large print. Additional formats may be available based on the individual merit of the request. The Accessibility Plan will be reviewed and, if necessary, updated at least once every five years.

Policy Type	Board Policy (external)
Policy Owner	Human Resources (Senior Director, People & Culture)
Approved By	Tracy Smith (Senior Director, People & Culture), Maddy Toca (General Counsel), Karlee Silver (CEO)
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