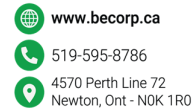




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Section 50

Accommodation Policy

Intent

Bateman Equipment Corporation is committed to ensuring that employees can work comfortably and without discrimination. As such, Bateman Equipment Corporation has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical, fair, and compliant with all applicable employment and human rights legislation. This policy outlines the company's commitments regarding workplace accommodation and the steps involved in creating an accommodation plan for an employee.

Guidelines

Bateman Equipment Corporation will achieve a workplace free from barriers by providing accommodation to employees when needed, up to the point of undue hardship. The organization's approach to providing reasonable accommodation will include:

- Personalized plans designed to meet the specific needs of individuals;
- Collaborative practices for creating and implementing accommodation plans through consultation with the person to be accommodated and medical professionals; and
- An approach that ensures confidentiality and dignity.

Duty to Accommodate

Bateman Equipment Corporation will ensure that employees can work effectively by making adjustments or modifications to their work or work environment up to the point of undue hardship.

The company encourages employees to make any needs for accommodation known to their immediate supervisor or Safety Coordinator in order to begin the accommodation process. The company will work with the individual who requests accommodation to ensure that the measures taken are both effective and mutually agreeable.

Accommodation

Accommodation will be provided for employees where the work must be modified or adjusted to address the needs of the individual. Accommodations may be temporary or permanent, based on the requirements of the individual.

Bateman Equipment Corporation will provide accommodation as appropriate using a consultative approach that involves the company, the individual, and healthcare professionals where required, or other third parties to assist in the accommodation



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process. Both the employee requiring accommodation and the possible accommodation itself will be assessed individually.

Responsibility

The process of accommodating individuals is a shared obligation between Bateman Equipment Corporation and each employee has a duty to assist the company in creating a barrier free workplace. This requires any employee seeking an accommodation to cooperate with the company's efforts to make required adjustments or modification to their work or work environment. The company cannot accommodate needs that it is not aware of. Management should be the first point of contact for employees when requesting a form of accommodation. In consultation with human resources they will determine the most appropriate forms of accommodation to meet the employee's needs.

Creating the Accommodation Plan

Once an employee has requested an accommodation, the Safety Coordinator & the employee's supervisor, and the employee will create the accommodation plan.

The company may request an evaluation of the employee by a health professional or applicable practitioner to help determine an appropriate accommodation. Any cost of the examination will be at the company's expense.

Bateman Equipment Corporation will create an accommodation plan and a written description of the plan will be provided to the employee. The accommodation process will generally involve the following steps:

- Identify the need for accommodation;
- Determine the objectives and potential barriers for employee performance in their current role;
- Create a plan for alternatively achieving the objectives;
- Document how and when the accommodation will be made;
- Document any accessible formats or communication supports required;
- Create and provide an individualized emergency response plan, where needed, that considers the employee's accommodation;
- Implement the accommodation plan;
- Provide training as appropriate; and
- Review and revise based on employee feedback.

The plan will be reviewed and revised as needed upon request by the employee, or where there is a change that results in a health or safety risk.

Appropriate Accommodations

Bateman Equipment Corporation will use all available resources to establish an appropriate accommodation when requested by an employee. Appropriate



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accommodations will be determined and depend on each individual accommodation plan, but may include:

- Workstation adjustments;
- Changes to organizational policies and practices;
- Job redesign or reassignment;
- Changes to performance standards;
- Leaves of absence; or
- Changes to work uniforms.

In circumstances where multiple accommodation strategies may be feasible, Bateman Equipment Corporation may identify these strategies in response to an employee's request for accommodation. Both the employee and the company understand that an employee's preferred accommodation strategy may not be the most reasonable accommodation strategy from the various options available. Employees understand and agree that "reasonable accommodation" does not equate to an employee's preferred accommodation.

Undue Hardship

There may be situations where Bateman Equipment Corporation cannot provide an accommodation for an employee. The company will work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where the accommodation would cause an unbearable financial cost or a considerable disruption to business, an interference with the rights of others, or where the accommodation would create a health and safety hazard.

In this case, the company would provide the employee with written reasons as to why the request for accommodation was denied.

Confidentiality


Throughout all steps of the accommodation plan process, employee personal and health information will be kept confidential and protected at all times.

To protect this information, the company will:

- Identify and label the information as confidential;
- Include confidentiality provisions in all supporting documents; and
- Store documents in a locked cabinet and limit access to the information on a need-to-know basis.



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Acknowledgement and Agreement

I, (**employee name**), acknowledge that I have read and understand the Accommodation Policy of Bateman Equipment Corporation. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____