
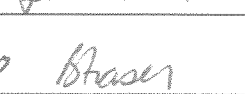




Accommodation Procedure for CADTH Guests

HR-15-001

Approvals:

Title:	President & CEO	VP Pharmaceutical Reviews	VP Corporate Services	VP Medical Devices & Rapid Response Programs
Name:	B. O'Rourke	B. Fraser	L. Jobin	T. Clifford
Date Signed:	Dec 23, 2015	Jan 12, 2016	January 6, 2016	Jan 7/16
Signature:				

Overview/Procedure

Purpose

This procedure provides information about the process for CADTH guests to request accommodation and the related responsibilities of CADTH staff and management to ensure needs are met.

Procedure details

General

1. CADTH invitations to meetings or CADTH sponsored events, will invite participants to request accommodation as required.
2. A CADTH guest may specify an accommodation need in response to a CADTH invitation, or may make a request for accommodation to their CADTH host at any time.
3. CADTH appreciates that most accommodation needs can be implemented at little or no cost.
4. CADTH reserves the right to determine the accommodation in the spirit and intent of the Accommodation policy where there are multiple options to accommodate a request.

Employee Responsibilities

1. An employee who receives a request for accommodation from a CADTH guest will take steps to implement the request unless there are safety or cost considerations. In these instances, the employee will direct questions to the reporting manager.

Reporting Manager:

1. The Manager who receives a request for accommodation from a CADTH guest or relayed from a CADTH employee will take steps to implement the request or a reasonable alternative as quickly as possible.
2. The Manager will consult with colleagues from Facilities, Information Technology, or other CADTH departments as needed to quickly identify and implement a guest's request for accommodation or a reasonable alternative.

References

Accommodation Policy

Customer Service Accessibility Policy

Ontario Human Rights Commission's Policy on *Disability and the Duty to Accommodate*

Revision History

Section	Description of Changes	Prepared By	Effective Date
	New Policy and Procedure	C. Dussault	December 2015