STINSON OWL-LITE

TRAFFIC & INFRASTRUCTURE SOLUTIONS

PROCESS FOR INDIVIDUAL ACCOMMODATION

Stinson Owl-Lite is committed to providing accommodation to people with disabilities and will follow this process to identify and meet their needs.

1. IDENTIFYING THE NEED FOR ACCOMODATION

The need for accommodation can be identified by:

- A request from an employee.
- A manager or hiring personnel.

2. ASSESSING AN INDIVIDUAL'S NEEDS AND GATHERING INFORMATION

With the employee's participation in this step we will:

- Gather information about the employee's abilities (not their disability) and remain secure, dealing with it in a confidential manner. Such information will only be disclosed to persons who need it to assist in the accommodation process.
- Work together (employee and manager) to find the most appropriate accommodation. When, and if necessary, a medical or other expert may be engaged (at the expense of the company) to help determine if, and if so, how the employee's needs can be accommodated.
- Allow the employee to ask for another workplace representative to participate in the process.

3. WRITE AN INDIVIDUAL ACCOMODATION PLAN

Once appropriate accommodation has been identified, details will be documented in a written plan, including:

- What accommodations will be provided.

- How to make information accessible to the employee.
- Employee emergency information and/or emergency response plan.
- The schedule for reviewing and updating the plan.

4. IMPLEMENTATION, MONITORING AND UPDATING THE PLAN

- After implementation, the accommodation plan will be monitored and reviewed by the employee with his or her manager at the prescribed time.
- If accommodation is no longer appropriate, then a reassessment of the situation will be performed by the employee and their manager, in which the plan will be updated to fit the new circumstances.
- A review of the plan will take place if the employee's work location or position changes.
- Further review of the plan will take place if the nature of the employee's disability changes.