

Individual Accommodation Plan (IAP) at M.I.S. Electronics Inc.

M.I.S. Electronics' procedure for developing an individual accommodation plan (IAP) focuses on collaboration, confidentiality, and meeting individual needs to remove workplace barriers. The process includes initiating a request, assessing needs, documenting the plan, implementing, and reviewing it regularly. The plan covers accessible formats, emergency, and reasonable accommodations.

Step 1: Employee or Departmental Manager initiates a request for an IAP and consults with the individual needed the IAP to determine the suitable accommodation(s).

Step 2: M.I.S. HR Manager assesses the request and the possible accommodations on an individual basis, with the person needing the accommodations providing the necessary information or documentation.

Step 3: Once agreed upon, the individualized accommodation plan is documented, clearly stating how and when accommodations will be provided and reviewed.

Step 4: M.I.S. ensures that accommodation requirements are kept private, involving only necessary personnel such as HR or management.

Step 5: M.I.S. provides accommodation plans in accessible formats upon request.

Step 6: The plan is reviewed and updated when requested by the individual needing the IAP, especially if the employee's role or workstation changes.

Accommodation plans are used to support employees in returning to work.