

Workplace Adjustment

The Tenants' Union is committed to providing an accessible and inclusive work environment that is harassment free and, in particular, applies the principle of reasonable adjustment for people with a disability and or caring responsibilities.

Workplace adjustments are changes introduced into the workplace that take account of a person's disability so that they can use their skills effectively and access the same benefits, terms or conditions of employment as other applicants for positions and employees.

Recruitment Process

All persons making enquiries about positions advertised within the Tenants' Union who may require an adjustment to the selection process should contact The Tenants' Union's Executive Officer.

On receiving the request, the Executive Officer will discuss the adjustment required and identify possible alternatives with the applicant.

The Executive Officer will make a decision about the request and, if approved, take the necessary action to ensure that the adjustment is made.

The Executive Officer will seek specialist advice where the request may require complex changes to the selection process. Such advice will only be obtained after discussion and agreement with the applicant.

If the Executive Officer is unable to approve the request for whatever reason, she or he must, within three working days of the request, advise the applicant of this decision and the reason for the decision.

Where there is a delay caused by implementing any required adjustment, the applicant shall not be disadvantaged in the selection process. The applicant will be given additional time, equivalent to the delay, to complete the application process.

Appointment

An applicant will not be excluded from appointment to a position because they require a workplace adjustment. A new employee may make a request for workplace adjustment, either before or as soon as possible after commencing the job.

Where the employee is not aware of the type of workplace adjustment that is appropriate, but is aware that there is a need for some change to the work environment or arrangements, it is sufficient for him or her to advise of the need.

Processing requests for workplace adjustment

On receiving the request, the Executive Officer shall discuss with the employee the adjustment required and whether or not there are alternatives.

The Executive Officer may ask the employee for documentation to verify the need for the workplace adjustment. Consistent with the Tenants' Union's obligations under privacy law, information sought should be limited to facts relevant to identifying the appropriate adjustment. For example, in cases involving a workplace adjustment for a person with a disability, the person need only provide a description of their

functional limitations and not a report on the specific nature of their disability. Medical reports should be treated as strictly confidential and provided on a need-to-know basis only.

When an applicant or employee has requested an adjustment, the Executive Officer shall, in consultation with the person:

- discuss the purpose and essential functions of the job;
- determine the precise job-related or interview-related limitation;
- identify potential adjustments and assess their effectiveness
- assess the ability of the individual to perform the job or participate in the selection process optimally; and
- identify any costs, benefits or detriments flowing from the alternative adjustments identified.

Where the request involves issues outside the expertise of the Executive Officer, specialist advice should be sought. It is at the sole discretion of Tenants's Union to choose its own specialist for advice. Such advice should be obtained after discussion and agreement with the applicant or employee.

Every effort should be made to implement the adjustment preferred by the candidate or employee. If, however, there is an equally effective adjustment available, the Tenants's Union may choose to proceed with the one that is the least costly or easiest to provide.

Unjustifiable Hardship

The Executive Officer will make a decision about the likelihood of unjustifiable hardship arising by considering:

- The nature and cost of the adjustment in the context of the size and financial situation of the Tenants's Union.
- The impact of the adjustment on the Tenants's Union's work and work environment and any the person seeking the adjustment and any other person.

If the Executive Officer concludes that the adjustment will result in unjustifiable hardship, she or he will prepare and provide an unjustifiable hardship analysis and recommendation to the Board as soon as possible, and not later than five working days after receiving the request, unless specific specialist information or assistance is required and obtaining this results in a delay.

The Board will provide a decision with reasons in writing to the Executive Officer and to the candidate or employee within five working days of receiving the analysis and recommendation.

Where the Board agrees that the adjustment would result in unjustifiable hardship, consideration must be given by the Executive Officer, in consultation with the candidate or employee, to offering an alternative adjustment. In the case of an existing employee, this might include changes to requirements set out in the job description.