

Accommodation and Accessibility Workplace Guide

Toolkit 2, Chapter 5 Downloadable Tool CIIS Employer HR Resources



Purpose: Support respectful accommodation conversations, accessibility review, and consistent workplace support practices.

How to use: Complete with HR and the relevant manager. Review and update as accommodation needs change.

1. Accommodation Request Review	Response / Notes
What workplace barrier or need has been identified?	
What information is required to understand the request?	
What possible accommodations can be explored?	
2. Accessibility Review	Response / Notes
Are workplace information and communication accessible?	
Are onboarding, training, and performance practices accessible?	
Are managers aware of the accommodation process?	
3. Follow-Up and Confidentiality	Response / Notes
Who needs to be involved in implementing the accommodation?	
How will effectiveness be reviewed?	
How will confidentiality be maintained?	