



## Workplace Accommodation Policy

AI-Media is committed to providing equal and accessible accommodation for people with disability so that applicants and personnel can deliver their best, be productive, and support an inclusive work environment.

Below are the different avenues for requesting accommodation based on scenario:

1. **Applicants:** via the job advertisement, applicants are encouraged to request accommodation via their resume submission and/or upon being contacted for interview.
2. **New Employees:** during onboarding, new employees may complete an About You form and choose to indicate their accommodation request there.
3. **Existing Employees:** notify your manager and/or the People Team by emailing [peopleteam@ai-media.tv](mailto:peopleteam@ai-media.tv).

Emailing the People Team in any scenario above, is the preferred way to notify of your accommodation request.

This policy is part of AI-Media's commitment to Equal Opportunity Employment as well as the updated Diversity, Equity, and Inclusion policy, both of which can be found in our handbook.

### What is Workplace Accommodation?

Workplace accommodation is a reasonable change of the work environment, practice or way or work and may be different based on each situation. AI-Media will need to consider every possible option of reasonable accommodation for a person with disability to perform the responsibilities of their role. This may refer to:

- Physical access to and within buildings and its facilities
- Information and technology
- Events, activities, and work methods
- Provision for interpreter, readers, or workplace assistants
- Equipment and supplies

The information provided by the personnel is their choice and based on what they wish to achieve. The personnel may opt to share their disability and not need to share details such as the type of disability experienced. Please consider what is needed by AI-Media to improve the work experience.

### Definition of Disability

UNICEF & the World Health Organization define Disability as *“those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”*.

### Who May Request

This may be requested for different types of health or personal circumstances. This policy applies to people who:

- are recovering from injury or illness
- have a disability or a chronic medical condition
- are undergoing caring responsibilities
- are applying for a position, interviewing for a position or have been offered employment

- are starting a new role or had significant changes to their role (e.g. relocation, new responsibilities, new schedule)

## **Confidentiality**

It is the right of the personnel to request that their disability information be treated confidentially and not shared with other members of the company. The manager of the personnel will only be notified at the consent of the personnel and requiring their support for needed accommodation. It is to be reminded that all personnel and managers must respect an individual's right and choice and remember that there is no legal obligation for the person to share information about their disability, unless it impacts their performance, ability to do the job's essential requirements or to work safely.

## **Steps to Request Workplace Accommodation**

### **1. Requests**

Communicating with your respective People Team representative or sharing directly to [peopleteam@ai-media.tv](mailto:peopleteam@ai-media.tv) will be the recommended mode of communication for a person who requires a workplace accommodation. They will be requested to provide the following information:

- The adjustment they propose
- The reason for the adjustment
- How the adjustment will improve or support their productivity
- Where applicable, evidence such as a letter from their medical specialist will be beneficial to demonstrate the requirement

A manager may also recommend reasonable workplace accommodation for personnel under their responsibility. In such cases, the manager must always involve the People Team.

### **2. Assessment and Action**

A consultation session will take place with the requesting or concerned personnel and a member of the People Team to evaluate the request and determine the appropriate action. Kindly note that approvals may be required considering costs or changes that may impact other employees or their current work practices.

It is recognized that such requests may be essential to produce work or the effectiveness of related work thus such requests will be taken with utmost urgency. Also, some accommodation may require equipment from external suppliers or significant changes to work practices where a reasonable timeframe will be identified and discussed with the personnel.

### **3. Post Assessment**

An Ergonomic assessment may take place in the form of consultation with the People Team to ensure that the workplace accommodation actioned meets their needs. The People Team and Manager may also assist in ensuring the relevant stakeholders are informed of the accommodation plan in place, so that they too can ensure it's followed.

It is important to note that this policy does not insinuate that all accommodation requests received will be accepted. As noted above and as noted in our Leave policy, AI-Media commits to making all reasonable attempts and adjustments to accommodate an individual's needs, up to undue hardship. For all medical related accommodation, AI-Media can only action accommodation plans that are



approved by the individual's medical professional. AI-Media may seek to request medical documentation before proceeding with any plan of accommodation.

AI-Media is committed to updating this policy when governing employment laws require to do so. We commit to staying updated and current with accessibility and disability laws in the regions in which we operate.