

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

Disclosing the Need for a Disability Accommodation

Definition of a Disability



A disability is a complex phenomenon, reflecting an interaction between features of a person's body and mind and features of the society in which they live. A disability can occur at any time in a person's life; some people are born with a disability, while others develop a disability later in life. It can be permanent, temporary, or episodic. They can vary in severity and can be the cause, as well as the result, of disease, illness, injury, or substance abuse.

Types of Disabilities

Disabilities may be visible or invisible. Below are the types of disabilities which have been identified by the [Canadian Government](#).

- Vision
- Hearing
- Mobility
- Flexibility
- Dexterity



- Pain-related
- Learning
- Developmental
- Mental health-related
- Memory



Due to the myriad of temporary and permanent disabilities which exist, it may be wise to consult with your physician on the types of disabilities which can be accommodated. Speak to your employer to understand the types of accommodations which can be provided.

Disclosing Your Need for an Accommodation to an Employer

It can be tricky to navigate through the job application process if you are someone who needs an accommodation. You may also face challenges along the way while you are on the job. Stressors and unforeseen circumstances may cause your work quality to suffer. Additionally, your physical and mental well-being may suffer if you are not getting the support and understanding you need.

Although you are not required to disclose your need to be accommodated, being open and honest can be beneficial.

“ As an individual with an invisible disability navigating the Canadian work context, it has garnered emotions such as frustration, curiosity, and hope. As a self-proclaimed catalyst for student success, I want to empower students by providing them with the language, support, and resources to be successful. ”



The goal of disclosure is to ensure that you have access to tools and resources to thrive in the workplace

According to the [Canadian Human Rights Commission](#), the duty to accommodate applies to the protected grounds of: Religion; Disability (The duty to accommodate mental health disabilities is no less rigorous than the duty to accommodate physical disabilities), Race, Colour, Ancestry and National or Ethnic origin; Family Status (employees with caregiving responsibilities). It must be in a manner which upholds their dignity, up until the point of undue hardship.

Can You Ask for an Accommodation Unrelated to a Disability?

Disclosure means to inform others, such as a potential employer or current employer, of a disability that needs to be accommodated so that an employee can perform their job.

Beyond disclosing your need to be accommodated for a disability, you may also consider being open and honest about other stressors that may be affecting your work, at your discretion. There may be legal ramifications for organizations unwilling to provide you a reasonable accommodation such as being charged with [direct or indirect discrimination](#).

Depending on the situation, your manager may not have a duty to accommodate you due to the limitations of **undue hardship**.

Undue Hardship - represents the threshold beyond which an employer is not required to provide accommodation due to the significant difficulty or expense involved. It's a nuanced concept that balances the rights of individuals with disabilities or religious beliefs against the legitimate operational and financial constraints faced by employers.

Additional Lines of Support



Employee Resource Groups (ERGS)

Employee Resource Groups (ERGs) are employee-led groups whose goal is to foster a diverse and inclusive environment for those who self-identify with one of the [equity-deserving groups](#).

The purpose of the ERG is to provide a safe space for self-identifying individuals a space for community, support, and to foster a sense of belonging.



Wellness Departments

Larger organizations, both in the public and private sectors may have a wellness function integrated into their larger Human Resources Departments. Through these types of departments, employees are connected to individuals who can support in navigating the process of implementing accommodations and advocate for their needs.

The overarching goal of wellness departments is to increase the mental and physical well-being of stakeholders across the organization.

Types of Accommodations



Allowing flexibility in work hours for an employee who is a primary caregiver or to someone who is ill or otherwise dependent



Making changes to dress codes or uniforms for employees who adhere to certain religious beliefs



Providing time off for religious holidays or time away from work to attend prayers



Assistive Technology increases task efficiency for those with [disabilities](#)

Asking for an Accommodation during Application Processes

Often a job posting will include a section on the company's commitment to provide 'equal opportunities to persons with disabilities' and they will encourage candidates to notify them if they need an accommodation during the interview process. If you have accommodation needs, you are encouraged to be open, honest and clear about them before your scheduled interview.

Examples of accommodations may include:

- a physically accessible interview location free of stairs
- a scent-free environment
- speaking loudly, clearly and slowly while facing a candidate who has a hearing impairment

How do I ask my Manager for an Accommodation?

Having a conversation with your manager about your accommodation needs, followed by a written request, allows you to keep a record of your conversations.

Tips:

- Set up a 30-minute meeting to speak with your manager to disclose your need for accommodations
- Offer possible accommodations that could work for you, but also understand that your exact request may not be met
- Write an email disclosing your need for accommodations
- Write down important points to ensure they are communicated

Sentence Starters:

- Hi (Manager), could we schedule some time to discuss some accommodations that are necessary for me to be successful in this role?
- Hi (Manager), I wanted to disclose to you that I am a person with a disability, can you assist me in implementing accommodations?



Visit the Business Career Hub

Employer Events

Interested in expanding your network and meeting industry professionals? BCH organizes and hosts many industry events - refer to your 'Careers Newsletter' or visit [here](#).

Bootcamps/Prep Programs

Microsoft Excel - Financial Modeling - VBA - Tableau - PowerBI - Ace This Case Capital Markets - R - Python
[Click here to register for current bootcamps.](#)

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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Charmaine is a Co-op Coordinator who is a big believer in growth mindset. Her background in teaching and employment counseling allows her to build meaningful relationships with students and guide them as they #staygritty and #staycurious while navigating through their Co-op journeys.



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Sue is a Human Resources Management Co-op student. Upon graduation, Sue aspires to work in the areas of learning and development, change management or talent acquisition. She is also considering a Masters in Adult Education.

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