

Sample <b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Human Resources	SPP No.	<b>HR 5.09.ON</b>
Section:	Employee Relations	Issued:	Dec. 16, 2019
Subject:	<b>RELIGIOUS ACCOMMODATION</b>	Effective:	Jan. 1, 2020
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Issued by:	Community Resource Centre	Issued:	

## **1 POLICY**

- 1.01 The **Community Resource Centre** is proud to have a diverse workforce and is committed to providing accommodation to facilitate the practice of religious observances, including, but not limited to religious holidays which extend beyond the Statutory Holidays recognized by the organization.
- 1.02 The **Community Resource Centre** will endeavour to accommodate an employee's request for religious accommodation and agrees that any such request will not unreasonably be denied, unless to do so would cause undue hardship to the organization.

## **2 PURPOSE**

- 2.01 The **Community Resource Centre** respects each employee's freedom of religion. The purpose of this Statement of Policy and Procedure is to ensure respect and accommodation of employees' diverse cultures related to religious holiday observances.

## **3 SCOPE**

- 3.01 This policy and its related procedures apply to all employees of the **Community Resource Centre**.

## **4 RESPONSIBILITY**

- 4.01 **Employee** — It is each employee's responsibility to inform their supervisor if a workplace policy or practice conflicts with their beliefs, explain how the policy conflicts with such beliefs, and to request an accommodation. Employees are also responsible for working with the supervisor to find a reasonable accommodation, dealing in good faith and being reasonable and realistic in such requests.
- 4.02 **Supervisor** — It is the supervisor's responsibility to receive and respond to employees' requests for religious accommodation in a timely manner. While the supervisor may not question the sincerity of the religious beliefs of an employee, the supervisor may require the employee to provide reasonable evidence to verify the legitimacy of the request. Supervisors will assess the request for accommodation and work with the employee to find a reasonable accommodation that balances the employee's needs and the **Community Resource Centre's** requirements while assessing cost and health and safety risks. Supervisors are required to deal in good faith and consider reasonable alternatives, on a case by case basis.

## **5 DEFINITIONS**

- 5.01 "**Religion**" means a professed system and confession of faith, including both beliefs and observances of worship. A belief in god or gods, or a single supreme being or deity is not a requisite. Religion does not include political, ethical or moral beliefs.
- 5.02 "**Religious observances**" include the practices, beliefs and observances that are part of the religion.

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## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- 6.01 Ontario Human Rights Code  
 Ontario Employment Standards Act, 2000 and Regulations  
 SPP HR 2.02.ON — Recruitment and Selection  
 SPP HR 4.03.ON — Public Holidays  
 SPP HR 5.03.ON — Workplace Harassment  
 SPP HR 5.04.ON — Accommodation of Disabilities

## **7 PROCEDURE**

- 7.01 An employee requesting a religious accommodation shall do so in writing, as soon as the specific need arises or with a minimum of at least **[two (2)]** weeks notice. The request shall include the circumstances and requirements which necessitate the need for an accommodation and the nature of the accommodation requested. The request must be submitted to the employee's immediate supervisor.
- 7.02 The supervisor shall, within a reasonable time after receiving the request, work with the employee to reach an accommodation that is reasonable in the circumstances, while maintaining the dignity of the employee and their religious beliefs and in accordance with applicable laws.
- 7.03 Religious holiday observances may be accommodated using the following options:
- (i) Time may be drawn from accrued lieu time;
  - (ii) The employee may make up the time on a later date when the employee would not ordinarily be scheduled to work, in which case the employee will be paid for the substituted working hours;
  - (iii) The employee's shift may be adjusted or may be switched with another employee's shift, in which case the employee will be paid for the substituted shift;
  - (iv) Subject to the Ontario *Employment Standards Act, 2000* (as amended), the employee may make up the time by working on a secular holiday when the facility is operating, in which case the employee will be paid for the substituted shift at their regular rate;
  - (v) The employee may use earned vacation days;
  - (vi) The employee may take a leave of absence without pay; or
  - (vii) Other arrangements may be made with the employee's supervisor.
- 7.04 the **Community Resource Centre** will not use any personal information concerning an employee's religion or creed in any manner prohibited by applicable laws.
- 7.05 Harassment of an employee on the basis of their religious beliefs are strictly prohibited. Refer to SPP HR 5.03.ON — Workplace Harassment for more information.