



Accessibility and Accommodation at PSAC Events

Revised June 2025

Duty to accommodate

The duty to accommodate involves eliminating or changing rules, policies, practices and behaviours that adversely impact or otherwise discriminate against persons based on a group characteristic, such as disability, race, national or ethnic origin, colour, religion, age, sex (including pregnancy), sexual orientation, marital status and family status.

Accessibility requests must be assessed on a case-by-case basis. An accommodation is considered reasonable if it promotes inclusion, is implemented in a manner that respects the dignity of the person requesting the accommodation and eliminates the barrier to the extent possible without imposing undue hardship on the accommodation provider. There is no obligation to provide the member's preferred or "perfect" accommodation.

Purpose

The purpose of these procedures is to provide consistency across the organization. In addition, the health and welfare of our members is our utmost priority.

Scope

Applies to PSAC members attending PSAC regional and national events.

Policy

Member Responsibilities

The member is responsible for:

- requesting accommodation in a timely manner;
- providing necessary information and/or medical documentation about restrictions and limitations;
- participating in a dialogue about potential accommodation solutions; and
- working with PSAC during the accommodation process.

PSAC Responsibilities

PSAC is responsible for:

- ensuring the request is grounds based;
- seeking additional medical practitioner or expert opinions as necessary;
- overseeing and implementing the accommodation process;
- keeping information received confidential;
- paying the cost of required medical documentation;
- ensuring a centralized system is maintained and ensure members are not required to provide medical information to multiple levels of the organization;
- ensuring that all requests are responded to in a timely manner; and
- ensuring PSAC assigned staff are trained on the process.

Process

- Members seeking accommodation must complete the accessibility and accommodation request section or form included in the registration package provided for PSAC meetings and events such as conferences and conventions.
- Members are expected to return the registration form with the required information regarding their specific limitations within event registration deadlines. The failure to do so may affect PSAC's ability to accommodate.
- PSAC staff responsible for the meeting or event will follow up with the Convention, Conferences and Projects team to verify whether documentation or accommodation procedure is already on file.
- If no documentation related to the accommodation requested is on file and/or additional or updated information is required, the PSAC staff responsible for the activity will provide the member with a formal Accessibility and Accommodation Request Form. In addition, the member may be provided a medical questionnaire to be completed by their medical practitioner or expert, where necessary to identify or clarify any restrictions or accommodation needs.
- PSAC will pay for any costs associated with the medical questionnaire.
- The Convention, Conferences and Projects team shall review the relevant materials relating to the member's accommodation request and consult

directly with the member as required, including requesting any additional information that may be necessary.

- Every effort shall be made to ensure members are not required to provide medical or other information to multiple levels of the organization.
- As required, PSAC will request updated medical or other information to ensure that the accommodation provided remains current.
- The data collected will be centralized and remain confidential. A centralized process will ensure fair, equitable and appropriate accommodation for members.

Confidentiality

- Medical and other information may be collected by the appropriate PSAC designated staff person who will oversee the accommodation process for the event.
- This information will then be provided to the Convention, Conferences and Project team. This office will have the ultimate responsibility for storing this confidential medical information.
- This process does not currently extend to components. The PSAC will keep any information provided by a member confidential. Components may consult with the Convention, Conferences and Projects team as required for assistance.
- All information relating to members' accommodation needs will be retained and stored in accordance with PSAC's Privacy Policy (psacunion.ca/psac-privacy-policy-protection-personal).

For more information

For more information on the application of this policy, please contact Gaëlle Felix, Convention, Conferences and Project Officer at FelixG@psac-afpc.com.