




# Workplace Accommodations

-  Accommodations are mutually beneficial - they benefit both the employee and the employer.
-  When people have the supports and flexibility they need from their employer, they can do their job to the fullest. Everyone wins!
-  Inclusive and supportive workplaces typically see
  - improved attendance (employees take less time off work)
  - increased morale
  - increased productivity

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## Workplace accommodations come in many forms.

Below is a list of some common workplace accommodations. This is not an exhaustive list. You and your apprentice should decide together which accommodations are best for their needs. Some options include

- dim or non-fluorescent lights
- ergonomic chairs, desks or other work areas
- flexible work schedules
- hybrid/work from home opportunities (if possible)
- time off for medical appointments
- extra breaks
- flexible break options
- instructions and information provided in multiple formats  
(ex: written, verbal, email, photos, videos)
- checklists of daily tasks so employees can track their work
- assistive technologies (ex: lifting devices, scheduling systems or screen readers)
- modified work tasks
- task sharing between staff
- accessible parking spaces
- personal protective equipment tailored to gender or size



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