

CANADA EMPLOYMENT AND IMMIGRATION UNION

ONTARIO REGION
- POLICIES -

Last update done – December 2018
No changes done to Policies at the 2019 Presidents' Conference

TABLE OF CONTENTS

| POLICY | TITLE | PAGE |
|---------------|-------------------------------------------------------------|-------------|
| 1 | Child and Dependent Care..... | 3 |
| 2 | Dependent Needs Care..... | 6 |
| 3 | Convention Delegates, Alternates and Observers..... | 7 |
| 4 | Harassment Complaints..... | 8 |
| 5 | Union Representation: Workplace Harassment..... | 9 |
| 6 | Women and Violence..... | 14 |
| 7 | Use of Electronic Networks for Union Business..... | 15 |
| 8 | Funding Members to Attend Conferences..... | 17 |
| 9 | Advances..... | 19 |
| 10 | Expenses for District and Departmental Representatives..... | 20 |
| 11 | Equipment / Furniture Purchase and Rental..... | 21 |
| 12 | Investments..... | 22 |
| 13 | Scent Free Environments..... | 25 |
| 14 | Duty to Accommodate..... | 27 |
| 15 | Allergies..... | 28 |

POLICY 1

CHILD AND DEPENDENT CARE

For special needs care, refer to Policy No. 2

The objective of this policy is to remove the barriers which prevent members from participating fully in the union. In order to ensure quality child care and flexibility of arrangements, child care will be provided on site, or members will be reimbursed for expenses incurred for care provided at home or by a licensed agency.

It is not the intention of this policy to provide funds to spouses or companions of a member.

For dependent care, in order to qualify for reimbursement, a doctor's certificate which will be required only once and reimbursed by CEIU if there were any costs. The certificate will have to be provided by the member indicating the normal residence of the dependent, the level of care required, the number of hours of care required, etc. An appropriate expense claim form must be completed by the member. Incomplete claim forms will be returned to the member.

1. Provisions for child and dependent care shall be made available for all Regional union functions when there is a minimum of one request.
2. The family/Dependent Care Allowance is intended to assist the member in the covering of additional costs incurred as a direct result of attending a CEIU function.
3. It is not the intention of this regulation to reimburse normal family and/or dependent costs that would ordinarily accrue had the member been at his/her place of work.

For the purpose of this policy, members are entitled to claim expenses relating to the care of the following individuals (referred to as dependents) who are permanently residing with the member:

- (a) A child is a minor who resides permanently with the member up to age 17;
- (b) Dependent is a person who is permanently residing with a member and who is differently abled, aged / or infirm.
- (c) Re-imbursements will not be made to a spouse/companion of a member for the care for a dependent child.

1. Family/Dependent Care Allowance shall be paid on behalf of CEIU members who require it to:
 - (a) Attend a CEIU sponsored course/seminar, be it in-residence or weekend;
 - (b) Attend a CEIU conference/workshop etc., as a Delegate;
 - (c) Participate in a Committee established by CEIU as a designated or elected member of the Committee.
2. Reimbursement shall be paid to the provider when accompanied by a signed receipt from the provider. The provider must include their Social Insurance Number.

Members will be reimbursed for:

- (a) Reasonable expenses incurred when a member must obtain care for a child/dependent because of absence due to approved Union activity taking place OUTSIDE of NORMAL working hours. Individual circumstances will be taken in consideration should there be a request for coverage during working hours.
 - (b) If the care is provided by someone other than an agency or the spouse/companion, a maximum of \$80.00 per day for the first child/dependent and \$20.00 per day for each additional child/dependent. An additional \$45.00 for overnight care equal to the number of nights of accommodation;
 - (c) If care is provided by a licensed agency, the rate of reimbursement will be at the actual cost;
 - (d) Consideration will be given for special or unusual circumstances. However, the member must provide information and details in advance to the Union.
 - (e) Deductions will be made for meals provided by CEIU for the child/dependent.
3. Upon the request of at least one (1) participant, child care will be provided on-site during the hours of sitting which includes evening sessions if they form part of the schedule of events.
4. Reimbursement may include:
 - (a) Cost of any meals incurred by child/dependent while under care;
 - (b) Cost of any additional expenses incurred as a result of the child/ren residing in the member's room such as refrigerator, humidifier, cribs, and microwaves if required as an accommodation;

- (c) Cost of on-site private child care giver (Note: preference will be given to ECE graduates), including mileage and meals which are not provided at the function, paid at CEIU rates if required as an accommodation;
 - (d) Written agreement will be reached by the event organizing Committee, and the prospective care giver prior to the event. Such agreement is to include the cost of supplies, times of attendance of the care giver, preparation time and travel time, if required.
5. In order to ensure quality child care and flexibility of arrangement, child care will be provided on-site and members can use the amount of expenses that would have been incurred had they left their dependent(s) at home, as a credit to offset the costs of transporting the dependents(s) to the Union function.
 6. A child/dependent care expense claim form *must* be completed in order to receive the allowance. Incomplete forms will not be accepted for payment.
 7. Should you register for onsite daycare and later cancel, you may be responsible for costs incurred for cancellation.
 8. Each child will register with the delegate.

POLICY 2 DEPENDENT NEEDS CARE

1. For the purpose of this policy, a dependent shall be defined as a person residing permanently with the member and which shows is either disabled, aged and/or infirm.

Upon submission of appropriate receipts, CEIU Ontario Region shall reimburse the member for extra costs incurred in order to provide adequate care to his/her dependent while attending CEIU Ontario Region union activities called by a National Vice-President for CEIU Ontario Region.

2. DISABLED MEMBER SPECIAL NEEDS CARE

Upon submission of appropriate receipts and travel expense claim forms, CEIU Ontario Region shall pay the cost of transportation, per diem and accommodations for a companion who is required to travel with a disabled member to provide for his/her care while attending union activities called by a National Vice-President for CEIU Ontario Region.

Note: *Expenses shall not be paid under this policy when covered by the Child and Dependent Care Policy (Policy No. 1)*

**POLICY 3
CONVENTION DELEGATES, ALTERNATES AND OBSERVERS**

RESCINDED

(Refer to Policy 11 of the CEIU National Policies)

**POLICY 4
HARASSMENT COMPLAINTS**

***GUIDELINES FOR INVESTIGATING COMPLAINTS OF HARASSMENT WITHIN
THE CANADA EMPLOYMENT AND IMMIGRATOON UNION***

RESCINDED

(Please refer to Regulation 19 of the PSAC Constitution)

POLICY 5

UNION REPRESENTATION: WORKPLACE HARASSMENT

Adopted by the PSAC National Board of Directors - February 2008

The PSAC believes that every individual has the right to dignity and respect, both within the union and in the workplace.

Harassment based on a prohibited ground of discrimination, as well as personal harassment, are totally inconsistent with the principles of union solidarity, dignity and respect. As such, the PSAC does not condone any form of harassment or discrimination.

This Policy deals with harassment that occurs in the workplace. It is the employer's responsibility to create and maintain a workplace free of harassment. Your Union has a role in making sure the employer meets that important responsibility.

This Policy helps clarify what role the Union can play where a workplace harassment complaint or grievance is filed. There are three basic principles that support this Policy:

- (1) The Union's role in providing representation to employees in the context of workplace harassment should be consistent with its condemnation of harassment;
- (2) You can request and obtain Union representation unless it is clear that the allegations — on their face — do not meet the definition of harassment that applies to your workplace. Depending on where you work, the definition of harassment can be found either in your collective agreement or in an employer policy; and
- (3) If an allegation of harassment has been made against you, the Union can help provide you with information about the process you can expect. If a finding has been made that you did harass someone, and you are subject to corrective measures such as discipline or a deployment to another position, the Union may provide you with representation where it reasonably believes that the measures taken are too severe or unwarranted in the circumstances.

To help you understand how workplace harassment allegations are usually dealt with, here are some general things to keep in mind:

- It is the employer that is responsible for providing a workplace free from harassment. The employer, therefore, must assess the validity of a complaint, decide whether to investigate it, and, if so, render a decision.
- The definition of harassment that will apply under this Policy will be the definition in either the employer's policy or your collective agreement.
- The process used to investigate allegations of harassment will either be those set out in your collective agreement or, where no such provision exists, those set out in the employer's policy.
- The person alleging harassment, and the person against whom the allegations are made, have a right to be heard. This doesn't mean the investigation process looks like a trial, but you need to be given a reasonable opportunity to put relevant information in front of the employer or investigator and to respond to any evidence or allegations made against you

In addition to the Union's role in the context of individual complaints or grievances, the PSAC continues to work hard at the negotiating table and in the workplace to hold the employer to its duty to ensure that allegations of harassment are dealt with fairly, transparently and expeditiously. The Union will also continue to work with the employer to support the necessary education and training that is required to raise the awareness necessary to achieve and maintain the harassment-free workplace that each of you is entitled to work in.

See PSAC Policy 23B and PSAC Statement on Harassment (which follows)

PSAC POLICY 23B
ANTI-HARASSMENT: THE UNION
(Adopted in September 1998)

The Public Service Alliance of Canada believes that every individual has the right to dignity and respect both within the union and in the workplace. This policy, which compliments Section 5, Membership Rights, of the PSAC Constitution, outlines the Alliance's responsibilities and responses as a membership-based organization in cases involving harassment within our union. This policy should be seen as a companion policy to "Policy 23A - PSAC Anti-Harassment Policy: The Workplace", which addresses harassment in the workplace for which we could provide representation to our members.

Harassment is an expression of power and superiority by one person or group over another person or group, often for reasons of sex, race, ethnicity, age, sexual orientation, disability, family or marital status, social or economic class, political or religious affiliation or language. Harassment can also be personal in nature and unrelated to the grounds listed above. Harassment can include, but is not limited to, the following type of behaviour:

- unwelcome remarks, jokes, innuendoes, taunts or other discriminatory communication in any media;
- insulting gestures or practical jokes which cause someone embarrassment or discomfort;
- display of offensive or pornographic pictures, graffiti or other materials;
- placing unreasonable limitations on someone because of a perceived need (e.g., disability, pregnancy, etc.),
- leering (sexually suggestive staring);
- demands for sexual favours;
- unnecessary physical contact such as touching, patting or pinching; or
- physical assault.

Harassment may occur between members of our union at union-related events such as education courses, conferences, local meetings and so on. It can also occur in interactions between individuals in a union-related context.

Harassment can also occur between members and staff of our union. As an employer, the Alliance is legally obligated to provide a workplace free from harassment for our staff.

Unions are political organizations that represent the interests of the membership. In order to do this, our union must be able to take positions on various issues and situations. Determining what our members' interests are and deciding how to balance competing interests is an intense process and one that can involve energetic debate. For our union to be strong and vibrant, it is essential that these debates take place and that we grow individually and collectively by working through sometimes difficult issues. A union where members are afraid to express their opinion is neither democratic nor healthy.

That being said, it is equally important that these necessary debates take place in a respectful way. Harassment not only poisons our union for the individual(s) being harassed but for all of those who witness the harassment. The Alliance will not tolerate it.

It is not the intention that this policy chill or prevent debate and discussion, or that it be used to chill debate and discussion. Rather, this policy should be used as a tool to assist us in working together in ways that strengthen our union and help us reach our goals.

Where allegations of harassment have risen, the Alliance is committed to ensuring that all members of our union have:

- the right to fair and due process and to confidentiality, subject to appropriate disclosure to those involved, and
- assistance in settling the matter at the earliest stage possible.

As an ongoing campaign to support this policy, the Alliance will ensure that a statement is read at each Alliance event providing members with information about harassment and how to address it. All levels of our union are encouraged to undertake this initiative.

Guidelines to assist in the implementation of this policy have been developed and will be revised as necessary and based on input from the membership.

Any member of the Public Service Alliance of Canada who is found guilty of harassment may be disciplined in accordance with PSAC Regulation 19 and Section 25 of the PSAC Constitution.

N.B. Guidelines for implementation are available from the PSAC.

PSAC STATEMENT on HARASSMENT

*This statement is to **be read** out and distributed at all Alliance events*

Our union is made strong by Sisters and Brothers working together to improve our working lives and preserve the rights that we have struggled to achieve. Mutual respect is the cornerstone of this cooperation. The Alliance Constitution states that every member is entitled to be free from discrimination and harassment, both in the union and at the workplace, on a basis of age, sex, colour, national or ethnic origin, race, religion, marital status, criminal record, disability, sexual orientation, language, class or political belief. Members are also entitled to be free from personal harassment.

If you experience harassment at this event, contact the identified Harassment Complaint Coordinator to discuss the situation and possible responses. Our initial approach is to encourage early and informal resolution and to facilitate our members speaking directly with one another to resolve the matter. If this is not successful or possible, the Constitution and policy mandates on the issue of harassment will be fully and quickly enforced.

Harassment in all its forms, detracts from our common purpose and weakens our union. Let each of us, as we work together on the important task at hand, treat each other with dignity and respect.

**POLICY 6
WOMEN AND VIOLENCE**

**PLEASE REFER TO POLICY 15
OF THE CEIU NATIONAL POLICIES**

POLICY 7

USE OF ELECTRONIC NETWORKS FOR UNION BUSINESS

The term "electronic networks" refers to Internet, E-mail networks and/or Social Media Platforms. This policy should be considered as an evolving document that may change as electronic network use, legislation and union policies evolve in this rapidly changing environment.

1. PURPOSE

Modern technology now allows the Union to distribute information electronically. This is advantageous to the Union in terms of reduced mail costs and the elimination of outdated duplication being sent to Canada Employment and Immigration members. Electronic communication also demonstrates the Union's support for environmental protection. This policy is also intended to provide guidelines with respect to acceptable and unacceptable use of networks for Union business, and to ensure that its use is effective and recognizes trade union principles.

2. GENERAL PRINCIPLES

- 2.1 Canada Employment and Immigration Union will distribute all its information electronically whenever possible.
- 2.2 Locals are encouraged to use the Canada Employment and Immigration Web Page as a resource of information.
- 2.3 Individuals have an obligation to use electronic networks for Union business in a responsible and informed way, and according to the principles set out in this policy.
- 2.4 All sensitive communications including, but not limited to, political opinions, personal information or union strategy be sent to the members outside of the employer's email system.
- 2.5 The Locals are directed to encourage the members to register with Canada Employment and Immigration Union Ontario Region's Website to update and expand the email tree.

2.6 A greater effort be made to utilize the Canada Employment and Immigration Union email tree for union-related communications.

3. E-MAIL

3.1 The Canada Employment and Immigration Union encourages the use of home e-mail for Union communications.

3.2 Individuals using e-mail systems for Union business must not engage in any activity which could be considered an offence against the National By-Laws, as listed in National By-law 10, Section 3.

POLICY 8

FUNDING MEMBERS TO ATTEND CONFERENCES

Quite often, members of the Canada Employment and Immigration Union express a wish to attend various conferences **and training opportunities** sponsored by the Canada Employment and Immigration Union, Public Service Alliance of Canada, or other labour organizations (Canadian Labour Congress, Ontario Federation of Labour, etc.). These conferences/**training sessions** may be held within or outside their area of work, and costs are involved. Canada Employment and Immigration Union is then asked to finance their expenses. While Canada Employment and Immigration Union as an organization supports and encourages such participation, the financial implications must also be considered and thus, the following will apply:

1. REQUESTS FOR FUNDING

- 1.1 Requests must be submitted in writing to the National Vice-Presidents and the Ontario Regional Council no later than four (4) weeks prior to the event.

2. CRITERIA

- 2.1 The person making the request for funding must be a member in good standing of Canada Employment and Immigration Union.
- 2.2 The member must demonstrate that attendance would be beneficial either to himself/herself as a Union Activist, to others members, or to Canada Employment and Immigration Union.
- 2.3 The member must provide a breakdown of estimated expenses.
- 2.4 Canada Employment and Immigration Union is a funding source of last resort. The member must demonstrate that a request for alternate funding was made, to whom, and how much funding was received.
- 2.5 The member must commit to provide a written report to Canada Employment and Immigration Union Ontario Region following the conference and prior to reimbursement of expenses.

3. FINANCIAL CONSIDERATIONS

3.1 In deciding whether financing will be granted, the Canada Employment and Immigration Union Ontario Region will consider:

- (a) Availability of funds;
- (b) Whether the request meets the criteria;
- (c) Financial impact on the organization;
- (d) If requested by a member who has requested such funding in the past, whether the individual has fulfilled his/her commitment to provide reports.

3.2 Financing will be provided in the following order of priority:

- (a) Canadian Labour Congress;
- (b) Public Service Alliance of Canada
- (c) Ontario Federation of Labour
- (d) Other
- (e) Canada Employment and Immigration Union

4. ONTARIO FEDERATION OF LABOUR FUNDING REQUESTS

4.1 A Federation of Labour Convention attendance fund in an appropriate amount shall be established within the Ontario Regional budget for the purpose of meeting the expenses of Locals in good standing and who are affiliated to their District Labour Councils.

4.2 Expenses shall be paid in accordance with Regional policy to cover meals, travel, salary, per diem, accommodation (if not master billed) and child/dependent care (if required).

4.3 Delegates can only represent their own Locals

POLICY 9 ADVANCES

THE CANADA EMPLOYMENT AND IMMIGRATION UNION – ONTARIO REGION POLICY GOVERNING ADVANCES

1. Cash advances will only be issued in an emergency situation. When a member registers for a Canada Employment and Immigration Union Ontario Region function within less than thirty (30) days of the scheduled date, a cash advance will be given, upon arrival, if the member has requested it.

ALL OTHER ADVANCES:

2. Advances will be issued by cheque to members when requested.
3. Call letters for all functions shall include a section to be returned to the Finance Committee, by fax or by mail.
4. Pursuant to Section 3, the information to be returned to the Finance Committee shall include:
 - (a) The name and address of the member;
 - (b) The name of the function;
 - (c) Estimated anticipated expenses;
 - (d) Deadline for request of an advance thirty (30) days before the function;
 - (e) Amount of advance requested;
 - (f) Signature of the member.
5. Pursuant to Section 4 (d) the amount of the advance will not be greater than the estimated cost of meals, taxis, and childcare, accommodations and travel costs.
6. All advances shall be accounted for at the function or within thirty (30) days after the function.
7. Pursuant to Section 6, advances not accounted for shall be treated as a delinquent advance.

POLICY 10
EXPENSES FOR DISTRICT AND
DEPARTMENTAL REPRESENTATIVES

1. District and Departmental representatives shall be required to submit electronically a written report of their activities to the chair prior to each Ontario Regional Council meeting. The Chair will provide the electronic reports with the agenda.
2. Pursuant to Section 4, expenses for attendance to the Ontario Regional Council will not be paid, if reports are not submitted at the meeting.

PART B

1. For all District functions, the District Representative must prepare a detailed report within sixty (60) days of the function and complete a Report for Estimates on Training Form and Detailed Costing by Participant Form.
2. An advance issued to the District Representative for the District Conference and/or training shall be accounted for with detailed expense claims within sixty (60) days after the function.

POLICY 11

EQUIPMENT / FURNITURE PURCHASE AND RENTAL

PURCHASE

1. When equipment or furniture is purchased using the Canada Employment and Immigration Union Ontario Region funds and prior to reimbursement, the purchaser must submit to the Finance Committee, within thirty (30) days of purchase, for the following information:
 - a) Proof of Purchase;
 - b) Identification of purchase, i.e.: make or model number, description of the item, name of retailer, and purchase price.
 - c) Proof of registration if applicable.
2. Equipment / furniture becomes the property of the Canada Employment and Immigration Union Ontario Region.
3. Once the purchaser leaves elected office or no longer has use for said equipment / furniture. the purchaser must surrender the equipment / furniture to the Canada Employment and Immigration Union Ontario Regional Office within thirty (30) days of the date of notification as directed.

RENTAL/LEASE

1. When equipment or furniture is rented or leased and prior to reimbursement, a copy of the rental / lease agreement shall be forwarded to the Finance Committee within thirty (30) days of the date the agreement is signed.
2. The agreement shall state:
 - a) Monthly fee;
 - b) Duration of the lease;
 - c) Description of the item;
 - d) Make / model and serial number;
 - e) Signature of vendor and purchaser.

Purchase or rental / lease agreement shall be the sole responsibility of the purchaser or signer of the agreement.

POLICY 12 INVESTMENTS

1. INVESTMENT PORTFOLIO

The Canada Employment and Immigration Union will have the net value of its investments portfolio determined at the end of each fiscal year.

2. INVESTMENT OBJECTIVES

The main investment objective of the Canada Employment and Immigration Union Ontario Region is to generate revenue while maintaining capital.

3. PORTFOLIO OBJECTIVES

3.1 Liquidity

The liquidity of a portfolio is the part kept in the form of liquid or near-liquid assets such as Treasury bills or money market securities. The level of liquidity of the Canada Employment and Immigration Union Ontario Region portfolio will depend on its investment objectives and the current economic and financial conditions.

3.2 Stock and Capital Growth

The Canada Employment and Immigration Union Ontario Region prefers to invest in income stock since it can raise the average growth of its capital.

4. RISK PROFILE

4.1 Risk and Return

There is a proportional relationship between risk and return. Knowing this, the Canada Employment and Immigration Union Ontario Region is willing to accept low returns in order to maintain a low level of risk.

4.2 Volatility

In the short term, markets are volatile and stock prices fluctuate. All markets and all investments, from government bonds to shares, may see prices rise and fall. Canada Employment and Immigration Union Ontario Region prefers low volatility and wishes that its portfolio be managed accordingly.

4.3 Capital Risk

In the management of a portfolio, a specific stock may be sold because its perspectives have changed. This phenomenon, called capital risk, is an integral part of the investment process. However, Canada Employment and Immigration Union Ontario Region indicates that its tolerance for capital risk is quite low.

4.4 Investment Risk

The quality and size of companies in which we invest affect the risk and potential return of our investments. In general, large, well-established corporations yield moderate returns over the long term and present moderate levels of risk.

Conversely, smaller, less well-established corporations may generate high returns but also present much higher risk levels. That is the investment risk principle.

Knowing this, the Canada Employment and Immigration Union Ontario Region specifies that it wishes to invest essentially in well-established companies.

5. INVESTMENT CONSTRAINTS

5.1 Investment Restrictions

The Canada Employment and Immigration Union Ontario Region prefers to exclude the following sectors or types of investments: alcohol, child labour, armaments, business and countries with a history of human rights violations.

6. DESIRED INVESTMENT STRATEGY

6.1 Income Strategy

In view of its investment objectives, of its risk tolerance and of the other parameters contained in its investment policy, Canada Employment and Immigration Union Ontario Region wishes to use an income-based strategy.

An income-based strategy is essentially designed to generate income while preserving capital. Canada Employment and Immigration Union Ontario Region's return on capital will therefore be mainly drawn from fixed-interest securities and high-dividend shares. Since this is a prudent approach, Canada Employment and Immigration Union Ontario Region will be entitled to expect lower than average risk levels and volatility.

7. SERVICES EXPECTED FROM THE COMPANY ACTING AS FINANCIAL ADVISOR

7.1 The Canada Employment and Immigration Union Ontario Region expects the company acting as financial advisor to provide full record-keeping services related to Canada Employment and Immigration Union Ontario Region's portfolio. The National Vice-President with the Finance portfolio will make sure that said company meets all the financial requirements of Canada Employment and Immigration Union Ontario Region and answers all its questions. Canada Employment and Immigration Union will also be provided with the following documents.

7.1.1 Account Statements

Detailed statements will be provided to Canada Employment and Immigration Union Ontario Region each month. They will include a current investment assessment detailing the cost of securities and their current value. The statements will also include a record of transactions.

7.1.2 Performance Reports

The Canada Employment and Immigration Union Ontario Region will receive a quarterly performance report showing the performance of its portfolio over the quarter as well as the current economic context.

POLICY 13

SCENT FREE ENVIRONMENTS

The 2002 Canada Employment and Immigration Union National Convention adopted the following resolution regarding scent free environments.

Whereas the Public Service Alliance of Canada has implemented a scent free policy for all of their Union conferences and official gatherings:

Be it resolved that Canada Employment and Immigration Union adopt the Public Service Alliance of Canada's scent free policy for all Canada Employment and Immigration Union Conferences and official gatherings, and notify all participants in writing, in advance of each event.

PSAC Policy on Scent-Free Environments

Many individuals experience various degrees of physical effects from exposure to scented products, such as perfumes and colognes. Sometimes, it might be a headache or nausea when passing by a department store's perfume counter or riding in an elevator with someone wearing a certain fragrance. However, a growing number of people are developing more severe reactions to these and many other types of products and chemicals.

This condition is known as multiple chemical sensitivities (MCS) or Environmental Illness (EI). In this Policy, this condition will be referred to as "Environmental Disabilities". Environmental Disabilities affect people who have developed an acute sensitivity to various chemicals in the environment. Persons with these disabilities experience a range of debilitating physical reactions, some even life-threatening, to chemicals used in a variety of products, including fragrances and personal care products; deodorizers and cleaners; pesticides, wall and floor coverings; and building materials.

It's a complex issue with a variety of triggering agents and physical reactions. Different people are affected by different products in different ways. The common factor is the physical reaction. It can be very strong and severely disabling.

In Canada today, more than one in four individuals suffers from respiratory disease. At least 40% of these individuals experience allergic triggers to their disease. Medical evidence clearly shows that scented products are harmful to the health of sensitive individuals. In sufficient concentrations, scented products may be harmful to those with allergies, environmental sensitivities or chronic heart or lung diseases.

The Public Service Alliance of Canada is committed to ensuring that all members with disabilities are able to effectively participate in order to contribute to the organization's mandate.

In this regard, the Alliance recognizes that accessibility is an essential requirement for the participation of members with environmental disabilities.

In consideration for the health of our colleagues who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, **the PSAC requests that all participants attending any union function refrain from using scented products. These include scented perfumes, colognes, lotions, hairsprays, deodorants and other products promoted by the fragrance industry.**

We believe that this policy will provide a more comfortable environment for all and, in the larger scheme of things, help promote greater awareness of environmental disability.

There are many ways to help eliminate workplace barriers to fellow workers who have environmental disabilities and to make it easier for them to work productively.

Remember that although environmental disabilities may be non-evident, they are required by law to be accommodated like any other disability.

The policy also requires that, before any union event or function, **anyone suffering from environmental disabilities needs to self-identify with those organizing the meeting, course or event.**

A participant who notices a problem is required to address the person in a cordial and respectful manner. Any unresolved issues would then be brought to the attention of the organizers who will investigate and attempt to find suitable accommodation up to the point of undue hardship.

Our scent-free policy statement should be communicated in advance to all participants.

By working together, we can create healthier environments for ALL, and accommodate the needs of persons who have environmental disabilities.

POLICY 14 DUTY TO ACCOMMODATE

CEIU Ontario Region has an obligation to provide members with accommodation in order for them to participate fully in CEIU Ontario Region functions.

Each request for accommodation must be looked at on its own merits and what needs to be done in order for the member to be accommodated. Accommodation, once determined it is needed, must be provided up to the point of undue hardship. It is the responsibility of the accommodation provider to demonstrate it has met the undue hardship standard if accommodation is not provided as required by the person seeking accommodation. Determining what constitutes appropriate accommodation is a shared responsibility between the member seeking accommodation and the accommodation provider.

In order to be accommodated the member must contact the Duty to Accommodate Coordinator for the event.

There may be a need for dialogue between the member and the Duty to Accommodate Coordinator in order to determine the requirement(s) of the member requesting the accommodation.

One of the first things to be established will be the determination as to whether the request is a requirement and not a preference. It is expected that an accommodation request will be accepted in good faith. Most requests can be responded to without further discussion.

If the accommodation cannot be easily determined, it may be necessary to have the member provide additional information in order to determine exactly what the appropriate accommodation should be.

POLICY 15 ALLERGIES

CEIU Ontario Region recognizes that some members have life threatening allergies. At all union functions, CEIU will make every effort to take precautions to protect the health and welfare of all members.