



Memo to associate requesting a workplace accommodation due to medical reasons

You make an essential contribution to the Napoleon's success through your daily work. Your employer is committed to ensuring your safety while in the workplace. As a result, any information your physician can provide as to your request for workplace accommodation, either temporary or long term, will be very useful.

When requesting a workplace accommodation due to medical concerns, you must comply with the following conditions.

IMPORTANT: Failure to do so may impact the status of your claim.

Medical reports:

- a) COMPLETE the first section of the attached WORK ACCOMMODATION MEDICAL QUESTIONNAIRE before submitting it to your treating physician or specialist, as the case may be.
- b) Have your treating physician or specialist fill out the second section of the WORK ACCOMMODATION MEDICAL QUESTIONNAIRE. Specialist reports confirming your medical condition may also be required.
- c) Return the completed and signed WORK ACCOMMODATION MEDICAL QUESTIONNAIRE Form to Acclaim by fax at 1-866-486-8663 or by email to faxes@acclaimability.com (or ensure the physician or specialist does so).

Medical treatment:

- a) You must receive appropriate MEDICAL treatment to address the condition requiring accommodation.
- b) Treatment should be provided by a qualified medical practitioner. Treatment by a health care practitioner other than a physician—a chiropractor or psychologist, for example—is acceptable on the condition that a diagnosis has first been made by a qualified medical practitioner and that the nature and duration of the treatment have been specified by this physician.

Acclaim:

- a) Acclaim may contact your treating physician or specialist, or may contact you, to obtain additional information on your medical condition, treatments and stage of recovery.
- b) Acclaim may ask you to see a designated consulting physician to confirm a diagnosis, prescribed treatment, estimated duration of restrictions. Failure to attend or to co-operate with the exam without a valid reason may result in suspension of your accommodation support.

Confidentiality:

All personal health information such as the diagnosis/medical condition is confidential. Only information such as the medical limitations and recommended accommodation are provided to Napoleon by Acclaim.

Associate

Assistance Program (EAP)

Short-term counselling services are available on a confidential, voluntary basis to **Napoleon** associates experiencing personal difficulties. This service can be reached through Lifeworks by dialling 1.877.207.8833
username: napoleon **password:** wellness

Responsibility:

- a) You should follow the advice of your treating physician and/or Acclaim Ability and take steps to ensure a quick and complete recovery.
- b) Performing activities that are incompatible with your disability or working at other employment may result in the non-support of your accommodation request.
- c) You are responsible in meeting with your treating physician on a regular basis to update your medical status and discuss health related concerns associated with a successful stay at work.
- d) All treatment plans recommended by the treating physician must be adhere to; failure to do so may result in a suspension of support.
- e) Ongoing communication between you and Acclaim Ability is fundamental in expediting a successful recovery / maintenance of your condition.

Cost of completion of forms:

All costs associated with the completion of any medical forms related to your work accommodation claim are the responsibility of you, the associate.

