



Procedure Statement:

The Flower Cart is committed to breaking the silence and offering assistance around mental health and mental illness in the workplace, our community, and society.

Definitions:

Mental Illness – a condition that impacts a person’s thinking, feeling, or mood and may affect his or her ability to relate to others and function on a daily basis. Mental illnesses are associated with distress and/or problems functioning in social, work, or family activities.

Mental Health – a person’s condition with regard to their psychological and emotional well-being.

Reasonable Accommodation – reasonable assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability.

Procedure:

To communicate our commitment to provide support and accommodations to employees who suffer from a mental illness.

To prohibit discrimination against employees suffering from a mental illness.

To ensure employee privacy.

To promote the awareness of mental illnesses and mental health in the workplace.

To break the stigma associated with mental illnesses and mental health in the workplace.

No individual suffers from a mental illness in the same way. Therefore, the support and accommodations provided by The Flower Cart will be determined by the employee, their supervisor, and Human Resources as part of the interactive process.

Accommodations can be made, which include:

- 1) **Environment** – If your work environment interferes with your mental illness talk to your supervisor and Human Resources to identify accommodations that may reduce or eliminate the negative impact of your work environment on your mental health.
- 2) **Work Load** – If your work load is having an impact on your mental health talk to your supervisor and Human Resources to identify if short term and or long term accommodation can be made to help reduce or eliminate the impact of your work load on your mental health.
- 3) **Stimuli and or Triggers** – If there are triggers in your work environment that contribute to, or increase the severity of your mental illness, talk to your supervisor and Human Resources to determine if you can work together to reduce or eliminate the triggers in your work environment.
- 4) **Time Off** – if you need time off from work to take care of your mental wellbeing, talk to your supervisor and Human Resources to determine if Paid Time Off and/or a leave of absence is an option, and if so, develop a plan of action for your leave and return-to-work.
- 5) **Employee Privacy** – Your mental health condition (with or without request for reasonable accommodations) is confidential information. Your confidential information will not be shared with any individual other than Human Resources, unless deemed necessary to facilitate a reasonable accommodation. In the event your request for



reasonable accommodations can only be granted with the help and support from another party, a written letter of approval from you will be required before confidential information can be shared with said party.

Related Information:

362 Paid Time Off

Contact:

Human Resources Department

Roles and Responsibilities:

Employees

- Notify Human Resources in writing if you believe you need a reasonable accommodation.

Human Resources (HR)

- Document the request for reasonable accommodations in a manner that upholds the employee's privacy rights and maintains their confidentiality.
- Work with the employee to determine, approve, and provide reasonable accommodations agreed upon by the employee, the supervisor, and HR.

Supervisors

- Determine the support and accommodation needed in conjunction with the employee and Human Resources.
- Develop return-to-work plans with the employee.

Revision History:

October 2018