

EMPLOYMENT STANDARDS TRIBUNAL

PRACTICE DIRECTIVE 2026-001 ACCOMMODATION AND ACCESSIBILITY

[2026-07-01]

PART 1 - GENERAL

1. PURPOSE

- 1.1. The purpose of this Practice Directive is to ensure that every person can participate fully in the Tribunal's processes. It sets out the procedures for requesting accommodation or accessibility support in Tribunal proceedings governed by the **Employment Standards Act**, the **Temporary Foreign Worker Protection Act**, or both.
- 1.2. In this Practice Directive, "accommodation or accessibility support" means a change or adjustment intended to address a barrier that may prevent a participant from meaningfully participating in the Tribunal's processes.

PART 2 - ACCOMMODATION AND ACCESSIBILITY SUPPORT REQUEST REQUIREMENTS

2. HOW TO REQUEST ACCOMMODATION OR ACCESSIBILITY SUPPORT

- 2.1. If you require accommodation or accessibility support to participate in a proceeding, you may request it by email at registrar@bcest.bc.ca.
- 2.2. Your request should be made as early in the Tribunal's process as possible.
- 2.3. If you cannot submit your request by email, you may contact the Tribunal by phone, fax, mail, or in person.

3. INFORMATION AND DOCUMENTATION TO INCLUDE WITH A REQUEST

- 3.1. Your request should describe the accommodation or accessibility support you are requesting and explain why you need it.
- 3.2. Where possible, your request should include any information that may help the Tribunal understand the barrier you are experiencing and the accommodation or accessibility support that may address it.
- 3.3. If available, you may include supporting documentation with your request. The Tribunal may ask for additional information or supporting documentation before deciding the request.

PART 3 – REVIEW AND DECISION PROCESS

4. WHAT HAPPENS AFTER YOU MAKE A REQUEST

- 4.1. Before deciding your request, the Tribunal may ask you for additional information.
- 4.2. If your request may affect another party to the proceeding, the Tribunal may seek submissions from that party before deciding whether to grant the request.
- 4.3. The Tribunal will share information about a request for accommodation or accessibility support with another party only where necessary. This may include where the information is needed to put the accommodation or accessibility support in place, or where the Tribunal determines that the request may affect another party to the proceeding.

PART 4 – EFFECTIVE DATE AND APPLICATION

5. EFFECTIVE DATE AND TRANSITIONAL APPLICATION

- 5.1. This Practice Directive applies to all proceedings before the Tribunal on or after July 1, 2026, unless the Tribunal orders otherwise.