## EMPLOYMENT STANDARD POLICY

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* for the Information and Communications Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005.* This policy applies to the provision of information and communication services and materials for people with disabilities.

PURPOSE

[Organization Name] is committed to integrating accessibility into regular workplace processes and to ensure accessibility in the recruitment and selection process and throughout all stages of the employment life cycle. [Organization Name] is also committed to ensuring our employees are educated on and adhere to this policy. [Organization Name] will make all reasonable efforts to ensure that all people are treated and provided information and communication in a manner that is consistent with the principles of the AODA: Dignity, Independence, Equal Opportunity, and Integration.

DEFINITIONS

Accessible Formats – Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Conversion Ready – An electronic or digital format that facilitates conversion into an acceptable format

Performance Management – activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment – the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

**General Principles**

In accordance with the Integrated Accessibility Standards, Ontario Regulation 191/11, this policy addresses the following:

1. General Requirements
2. Employment Standards Overview
3. Recruitment, Assessment, and Selection
4. Accessible Formats and Communication Supports for Employees
5. Documented Individual Accommodation Plans
6. Workplace Emergency Response Information
7. Plans and Processes
8. Return to Work and Redeployment
9. **General Requirements**

Establishment of Accessibility Policies and Plans will develop policies governing how it will achieve accessibility through these requirements. [Organization Name] will post a statement of commitment outlining how it will meet the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will also be available to our employees and the public in an accessible format, upon request.

[Organization Name] will develop, maintain and implement a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. [Organization Name] will post its accessibility plans on its website and provide the plan in an accessible format upon request. This plan will be reviewed and updated once every five years and will establish, review and update its accessibility plans in consultation with persons with disabilities or an advisory committee if applicable.

Annual status reports will be prepared to report on the progress of steps taken to implement the accessibility plan and updates will be posted on its website. The plan or reports will be made available in an accessible format upon request.

Informing Employees of Supports

[Organization Name] shall inform employees of its policies used to support its’ employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee’s accessibility needs due to a disability:

* Provide the information required to new employees as soon as practicable after they begin their employment.
* Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee’s accessibility needs due to a disability.

Procuring or Acquiring Goods and Services, or Facilities

[Organization Name] will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

Training Requirements

[Organization Name] will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing [Organization Name] policies, and all other persons who provide goods, services or facilities on behalf of the organization.

Training will be provided to all employees as soon as possible, but no later than required. Training will be provided on an ongoing basis to new employees and as changes to our accessibility policies occur. We will maintain records of who completed the training, including the date of completion.

1. **Employment Standards Overview**

The Employment Standards regulation will expand Ontario’s labour pool by ensuring people with disabilities are welcomed and supported within all workplaces. Employment standards will assist organizations with employment recruitment, providing accessible information, plans for emergencies, individual accommodation, return to work, performance management, and career development and redeployment.

1. **Recruitment, Assessment, and Selection**

[Organization Name] will make every reasonable effort to accommodate job applicants who have disabilities. [Organization Name] shall notify employees and the public about the availability of accommodations for job applicants with disabilities. If a selected applicant requests an accommodation, [Organization Name] shall consult with the applicant and provide and arrange for provision of suitable accommodations in a manner that takes into account the applicant’s accessibility needs due to disability. Successful applicants will be made aware of the policies for accommodating employees with disabilities.

1. **Accessible Formats and Communication Supports for Employees**

Upon request, [Organization Name] will make every reasonable effort to provide or arrange for the provision of accessible formats and communication supports for the following:

* Information needed in order to perform a job or position; and
* Information that is generally available to all employees in the workplace.
1. **Documented Individual Accommodation Plans**

[Organization Name] will develop and implement where required written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans will include the following:

* The ways in which the employee can participate in the development of the plan;
* The means by which the employee is assessed on an individual basis;
* The ways an employee can request an evaluation by an outside medical expert, or other experts to determine if accommodation can be achieved, or how it can be achieved;
* The steps taken to protect the privacy of the employee’s personal information;
* The frequency with which the individual accommodation plan should be reviewed or updated determined, and how it should be done;
* The means of providing the accommodation plan in an accessible format, based on the employee’s accessibility needs.

**F. Workplace Emergency Response Information**

[Organization Name] will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

* [Organization Name] shall provide individualized workplace emergency response information to employees who have a disability:
* If the disability is such that the individualized information is necessary and the [Organization Name] is aware of the need for accommodation due to the employee’s disability;
* If the employee who receives an individual workplace emergency response information requires assistance and with the employee’s consent;
* As soon as practicable after becoming aware of the need for accommodation due to the employee’s disability;
* Review the information when the employee moves to a different location in the organization, when overall accommodation needs or plans are reviewed and when the [Organization Name] reviews its general emergency response policies.
1. **Plans and Processes**

This area speaks specifically to employee performance management, career assessment, development and advancement.

[Organization Name] will ensure that all plans and processes will account for and respect the accessibility needs of their employees with disabilities when developing and implementing these plans and processes. The plan or process should be developed and implemented with consideration for each employee’s (who has a disability) unique needs and capabilities.

1. **Return to Work and Redeployment**

[Organization Name] will develop and implement (where required) return to work processes for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process will be documented and include an outline of the steps necessary to facilitate the employee’s return to work. The return to work process and plan will be created in consultation with the employee and shall use documented individual accommodation plans.

In the event of a redeployment, [Organization Name] will take into account the accessibility needs of its employees.