

AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy

Intent

CanACRE supports equal opportunity and is committed to providing a barrier-free environment that allows people to maintain their independence and dignity.

CanACRE respects and upholds the requirements set forth under *the Accessibility for Ontarians with Disabilities Act (2005)* and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

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.

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:

- A. [General Requirements](#)
- B. [Recruitment, Assessment and Selection](#)
- C. [Accessible Formats and Communication Supports for Employees](#)
- D. [Workplace Emergency Response Information](#)
- E. [Documented Individual Accommodation Plans](#)
- F. [Performance Management and Career Development and Advancement](#)
- G. [Return to Work](#)

H. [Redeployment](#)

I. [Review](#)

A. General Requirements

General requirements that apply across all standards (information and communication, employment and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

CanACRE develops, implements and maintains policies governing how it will achieve accessibility through these requirements.

CanACRE includes a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.

CanACRE establishes, implements, maintains and documents a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format, upon request, and will be posted on the website.

CanACRE reviews and updates its accessibility plan once every five (5) years. Annual status reports will be prepared which will document the progress of the steps taken to implement CanACRE's accessibility plan. This status report will be posted on CanACRE's website and if requested, the report shall be created in an accessible format.

Procuring or Acquiring Goods and Services, or Facilities

CanACRE incorporates accessibility criteria and features when procuring or acquiring goods, services or facilities. The exception is in cases where it is impracticable to do so.

Training Requirements

CanACRE provides training for its' employees and volunteers regarding the IASR, the Ontario Human Rights code and/or the Canadian Human Rights Act as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing CanACRE's policies.

Training will be provided on an ongoing basis to new employees and as changes to CanACRE's accessibility policies occur.

Records

CanACRE maintains records on the training provided, when it was provided and the name/number of employees that were trained.

B. Recruitment, Assessment and Selection

CanACRE notifies employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants are informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where accommodation is requested, CanACRE will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of CanACRE's policies and supports for accommodating people with disabilities.

- a) Employees who would like to raise potential accommodation issue shall do so by submitting a request for accommodation, preferably in writing, to their immediate manager. The request should;
 - i. Describe the limitations on the employee's ability to perform the duties of his or her position caused by the disability
 - ii. Describe any accommodation (s) sought
 - iii. Provide sufficient information to confirm the existence of a need of accommodation
- b) If an employee is under a program of medical treatment which requires the consumption of prescriptions drugs, over the counter drugs, which are labeled or known to cause impairment, the employee is required to inform his or her supervisor about the program immediately so that the risk of impairment relative to the employee's safe job performance can be considered.

C. Accessible Formats and Communication Supports for Employees

CanACRE will facilitate employee awareness around policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, CanACRE will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed to perform his/her job; and
- Information that is generally available to all employees in the workplace.

CanACRE will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

D. Workplace Emergency Response Information

Where required, CanACRE will create individual workplace emergency response information for employees with disabilities. This information will consider 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.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;

- The employee's overall accommodation needs or plans are reviewed; and/or
- CanACRE reviews general emergency response policies.

E. Documented Individual Accommodation Plans

CanACRE will develop and have in place written processes to document individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:

- 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 that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved;
- The ways that an employee can request the participation of a representative from the workplace for the creation of the accommodation plan;
- 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 and how it should be done;
- The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs;
- Information regarding accessible formats and communication supports upon request;
- Where needed, individualized workplace emergency response information; and
- Outline all other accommodation provided.

F. Performance Management and Career Development and Advancement

CanACRE will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

Individual accommodation plans will be consulted, as required.

G. Return to Work

CanACRE will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) to return to work.

The return to work process will outline the steps CanACRE will take to facilitate the employee's return to work and will use documented individual accommodation plans.

H. Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

Individual accommodation plans will be consulted, as required.

I. Review

This policy will be reviewed regularly by the Human Resources Department so that it is reflective of CanACRE's current practices as well as legislative requirements.