

# **AODA – *Integrated Accessibility Standards Regulation (IASR)* Employment Policy**

## **Intent**

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* for the Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of accessible employment services for persons with disabilities.

All employment services provided by Staffing Services shall follow the principles of dignity, independence, integration and equal opportunity.

## **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. Performance Management and Career Development and Advancement

F. Redeployment

G. Review

## **A. GENERAL REQUIREMENTS**

General requirements that apply across the Information and Communications and Employment standards, are outlined as follows.

### Establishment of Accessibility Policies and Plans

Staffing Services will develop, implement and maintain policies, plans and practices defining how it will achieve accessibility through these requirements.

### Training Requirements

Staffing Services 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 Staffing Services' policies, and all other persons who provide goods, services or facilities on behalf of Staffing Services. Training will be provided on an ongoing basis to new employees and as changes to Staffing Services' accessibility policies occur.

## **B. RECRUITMENT, ASSESSMENT AND SELECTION**

Staffing Services will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, Staffing Services will consult with the applicant and provide or arrange for suitable accommodation. Successful applicants will be made aware of Staffing Services' policies and supports for accommodating people with disabilities.

## **C. ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS FOR EMPLOYEES**

Staffing Services will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

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

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

Staffing Services 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, Staffing Services 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.

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
- Staffing Services reviews general emergency response policies.

#### **E. PERFORMANCE MANAGEMENT AND CAREER DEVELOPMENT AND ADVANCEMENT**

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

#### **F. REDEPLOYMENT**

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

#### **G. REVIEW**

This policy will be reviewed regularly to ensure that it is reflective of Staffing Services' current practices as well as legislative requirements.