### **Integrated Accessibility Standards Policy under the Accessibility for Ontarians with Disabilities Act**

**Effective Date:\***

**Revised Date:\***

**Reviewed By:\***

**References:**

*Integrated Accessibility Standards* (O. Reg. 191/11) under the *Accessibility for Ontarians with Disabilities Act*, 2005, S.O. 2005, c. 11

“Working Together: The Code and the AODA”

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**PURPOSE:**

The purpose of this policy is to:

* Ensure that employees, partners and applicants for employment at XYZ are aware of their rights and responsibilities under the *Integrated Accessibility Standards* (O. Reg. 191/11);
* Set out in writing the organization’s procedures for accommodation and the responsibilities of each of the parties to the accommodation process.

*Integrated Accessibility Standards* have been developed to break down barriers and increase accessibility for persons with disabilities in the area of employment (among other areas).

Under Section 1 of the *Integrated Accessibility Standards*, the requirements set out in this regulation are not a replacement or a substitution for the requirements established under the *Human Rights Code* nor do the standards limit any obligations owed to persons with disabilities under any other legislation.

**ACCESSIBILITY PLAN**

XYZ will develop, maintain and document an Accessibility Plan outlining XYZ’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. The Accessibility Plan will be reviewed and updated at least once every five years and will be posted on XYZ’s website. Upon request, XYZ will provide a copy of the Accessibility Plan in an accessible format.

TRAINING EMPLOYEES AND VOLUNTEERS

XYZ will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities. The training will be appropriate to the duties of the employees, volunteers and other representatives of XYZ*.*

Employees and volunteers will be trained when changes are made to the accessibility policy. New employees and volunteers will be trained when hired.

**INFORMATION AND COMMUNICATION**

**Feedback**

XYZ will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and with communication supports upon request. XYZ will notify guests about the availability of accessible formats and communication supports.

**Accessible Formats and Communication Supports**

XYZ will, upon request, provide or arrange for accessible formats and communication supports for persons with disabilities as follows:

* in a timely manner that takes into account the person’s accessibility needs due to a disability
* at a cost that is no more than the regular cost charged to other persons
* by consulting with the person making the request and determine suitability of an accessible format or communication support
* By notifying the public about the availability of accessible formats and communication supports

**EMPLOYMENT STANDARDS**

**Recruitment**

XYZ will notify employees and the public about the availability of accommodations for applicants and employees with disabilities as follows:

In its recruitment processes:

* During the recruitment process, when job applicants are individually selected to participate in an assessment or selection process
* If a selected applicant requests an accommodation, XYZ will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability
* When making offers of employment to a successful applicant

**WORKPLACE EMERGENCY RESPONSE INFORMATION**

XYZ shall provide individualized workplace emergency response information to employees who have a disability in accordance with the following elements:

* If the disability is such that the individualized information is necessary and the employer 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, XYZ shall provide the workplace emergency information to the person designated by XYZ to provide assistance to the employee.
* As soon as practicable after becoming aware of the need for accommodation due to the employee’s disability.
* Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations needs or plans are reviewed, and when XYZ reviews its general emergency response policies.

**DOCUMENTED INDIVIDUAL ACCOMMODATION PLANS (IAP)**

XYZ will develop and have in place a written process for developing a documented individual accommodation plan for employees with a disability. The process will include the following elements:

* The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan
* The means by which the employee is assessed on an individual basis
* The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer’s expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved
* The steps taken to protect the privacy of the employee’s personal information
* The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done
* If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
* The means of providing the individual accommodation plan in a format that takes into account the employee’s accessibility needs due to disability.

**RETURN-TO-WORK PROCESSES**

XYZ will have in place a return-to-work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such processes shall be documented and must outline the steps that the XYZ will take to facilitate the return to work and include an individual accommodation plan.

**PERFORMANCE MANAGEMENT, CAREER DEVELOPMENT AND ADVANCEMENT AND REDEPLOYMENT**

XYZ will take into account the accommodation needs and/or individual accommodation plans of employees when:

* using performance management processes
* providing career development and advancement information
* using redeployment procedures.