

Accessible 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 RPIA shall follow the principles of dignity, independence, integration, and equal opportunity.

Our Commitment

RPIA is committed to complying with the requirements under the AODA to ensure that all stakeholders, including, customers, employees, and job applicants are treated in a manner that maintains their dignity and independence when interacting with the company.

As an organization, RPIA is dedicated to meeting the needs of individuals with disabilities in a timely manner and will do so by ensuring compliance with all relevant requirements under legislation.

Guidelines

General IASR Requirements

Establishment of Accessibility Policies and Plans

RPIA will:

- Develop, implement, and maintain policies governing how it will achieve accessibility.
- Include 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.
- Establish, implement, maintain, and document 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 our website.
- Review and update its accessibility plan once every five (5) years.
- Establish, review, and update our accessibility plans in consultation with persons with disabilities or an advisory committee.

Procuring or Acquiring Goods and Services, or Facilities

RPIA 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



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

Training will be provided as soon as is reasonably practicable, but no later than the required compliance date as established in legislation. Training will be provided on an ongoing basis to new employees and as changes to RPIA's accessibility policies occur.

Records

RPIA will maintain records on the training provided, when it was provided and the number of employees that were trained.

Accommodation Overview

RPIA will create and maintain a fully accessible workplace for all of its employees. This commitment, accompanied by the requirements established by the Integrated Accessibility Standards Regulation (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005* establishes specific requirements, roles, and responsibilities to enable employees with disabilities to participate in the workplace in ways that are equal and meaningful.

Creating and maintaining a fully accessible workplace is a shared responsibility between the employer and the employee. RPIA will fulfill its obligations by complying with all relevant requirements established by the IASR and as identified within this document.

While RPIA is committed to creating and maintaining a fully accessible workplace, it must be noted that often disabilities are invisible or episodic and nature causing RPIA to be unaware that an employee may possess or be dealing with a disability. Employees are responsible for:

- Informing the company (either their manager or Human Resources) of any disability that may restrict their access to the workplace or its resources;
- Bringing forward requests for accommodation in good faith; and
- Playing an active and cooperative role in the development and implementation of any individual accommodation plans.

Recruitment, Assessment, and Selection

RPIA 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, RPIA will consult with the applicant and provide or arrange for suitable accommodation.

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

Accessible Formats and Communication Supports for Employees



RPIA 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, RPIA will provide or arrange for the provision of accessible formats and communication supports for the following:

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

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

Workplace Emergency Response Information

Where required, RPIA 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; or
- RPIA reviews general emergency response policies.

Please note, individual plans and information will remain confidential unless the plan requires the assistance of a colleague. If assistance is required and with the employee's consent, RPIA will provide the emergency response information to an employee designated by the company to provide aid in the event of an emergency.

Documented Individual Accommodation Plans

RPIA will include the following elements in individual accommodation plans:

- 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 RPIA 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.

The individual accommodation will also:



- Include information regarding accessible formats and communication supports upon request;
- Where needed, include individualized workplace emergency response information; and
- Outline all other accommodation provided.

Performance Management and Career Development and Advancement

RPIA 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.

Return to Work

RPIA 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) in order to return to work.

The return to work process will outline the steps RPIA will take to facilitate the employee's return to work and shall use documented individual accommodation plans (as described in section 28 of the regulation).

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.

Review

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

Administration

If you have any questions or concerns about this policy or its related procedures please contact:

(Insert name), (Insert job title)

(Insert phone number)

(Insert email address)

39 Hazelton Avenue
Toronto, Ontario, M5R 2E3

This policy and its related procedures will be reviewed as required in the event of changes to legislation and/or changes to company procedures.



This policy will be made available to people who request it. It will be provided in an accessible format or communication support, where required.

Acknowledgement and Agreement

I, _____ (Employee Name), acknowledge that I have read and understand the Accessible Employment Policy of RPIA. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____