



AODA Integrated Accessibility Standards Regulation— Employment Standard Policy

Intent

This policy is intended to meet the requirements of the *Integrated Accessibility Standards Regulation, under the Accessibility for Ontarians with Disabilities Act, 2005*. This policy incorporates all standards required for accessible employment services for people with disabilities.

All employment services provided by Columbia International College (CIC) follow the principles of dignity, independence, integration and equal opportunity.

Scope

This policy applies to every person who deals with members of the public on behalf of CIC whether the person is an employee, agent, volunteer or otherwise. It will address the following:

- A. Purpose
- B. Recruitment, Assessment and Selection
- C. Accessible Formats and Communication Supports for Employees
- D. Individual Accommodation Plans
- E. Performance Management and Development
- F. Return to Work
- G. Restructuring/ Redeployment
- H. Training

A. Purpose

These Employment Standard regulations are designed to expand Ontario's labour pool by ensuring people with disabilities are welcomed and supported within all workplaces. Employment standards assist organizations with recruitment, providing accessible information, plans for emergencies, individual accommodations, return to work, performance management, career development, redeployment and training.

B. Recruitment, Assessment and Selection

CIC will notify employees and the public about the availability of accommodation for job applicants with disabilities.

- All job postings will inform applicants that accommodations are available upon request.
- During initial contact Recruiters will inform applicants that accommodations are available (if needed/required).
- Recruiters will consult with applicants, who have identified as needing support, to suggest suitable accommodations.
- Pre-screening, testing and interviews will be modified to accommodate applicants with disabilities.
- Successful applicants will be informed at time of offer of CIC's policy to support people with disabilities.



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C. Accessible Formats and Communication Supports for Employees

If an employee with a disability requests it, CIC will provide 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.

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

D. Individual Accommodation Plans

CIC will develop individual accommodation plans for employees with disabilities. It is the employees responsibility to notify Human Resources should they require accommodations. Our accommodation plans include the following:

Communication Requirements

- Informing employees during orientation about the availability of accommodation plans.
- Explaining to employees how they can participate in the creation of the plan.
- Allowing a workplace representative (coworker/manager) to be involved in the process should the employee request it.
- one-on-one meetings to develop plans with the employee.
- Providing Employees accommodation plans in an accessible format, based on their individual needs.

Design Requirements

- An evaluation by an outside medical expert or other experts may be required to determine if accommodations can be achieved, or how they can be achieved. This can be requested by either the employer or employee, and all costs will be covered by the employer
- Accommodation requests can be denied subject to the requirements of the Employment Standards and Human Rights Acts.
- All accommodation plans will contain an Emergency Response plan. This information will be shared with the appropriate internal and external Health and Safety personnel. Emergency response plans will be reviewed whenever an employee is transferred, emergency policies are updated, or the individual accessibility plan is reviewed.
- At all times the employee's personal information will be protected. During the development stage Human Resources will review what information will be shared with other managers and departments, and who will have access to the plan.
- Setting a review date to ensure that accommodations are still adequate and necessary



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E. Performance Management and Development

Managers will be provided with performance management and development tools that take into respect the accessibility needs of their employees with disabilities.

F. Return to Work

CIC requires that employees who are absent from work due to a disability, or who require disability-related accommodations in order to return to work, provide us with medical documentation outlining any new accommodations. Human Resources will meet with employees prior to their start date in order to create or modify their individual accommodation plan

G. Restructuring/Redeployment

When restructuring a department or redeploying staff the accessibility needs of employees with disabilities will be taken into consideration prior to placing them in their new role. Redeployment may mean the reassignment of employees to other departments within the organization as an alternative to a “layoff”, when a particular job or department has been eliminated.

H. Training

CIC will provide ongoing training on Integrated Accessibility Standards Regulation—Employment Standard Policy in the following ways:

- Orientation
- Departmental Training
- Manager Training
- Regular updates through email, memos and department meetings

Administration

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

Human Resources
905-572-7883
1003 Main St W
Hamilton, ON L8S 4P3
hr.accessibility@cic-totalcare.com

This policy and its related procedures will be reviewed as required in the event of legislative changes.