



## Independent Living Services Simcoe County POLICIES and PROCEDURES MANUAL

**CATEGORY A: Administration and Operations**

**SECTION 2: Ethics and Values**

**POLICY NAME: AODA – Integrated Accessibility Standards Regulation (IASR)  
Employment Policy**

### **POLICY**

All employment services provided by ILS shall follow the principles of dignity, independence, integration, and equal opportunity. ILS is in compliance with 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.

In accordance with the Integrated Accessibility Standards, Ontario Regulation 91/11, this policy addresses the following:

- General Requirements;
- Recruitment, Assessment and Selection;
- Accessible Formats and Communication Supports for Employees;
- Workplace Emergency Response Information;
- Documented Individual Accommodation Plans;
- Performance Management and Career Development and Advancement;
- Redeployment; and Review.

### **APPLICATION**

This policy applies to all ILS employees.

### **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 Development/Appraisal:** Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**Redeployment:** is the reassignment of employees to other departments or jobs within the Agency as an alternative to layoff, when a particular job or department has been eliminated by the Agency.

## **CONDITIONS**

### **General Requirements**

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows:

#### Establishment of Accessibility Policies and Plans

ILS will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

#### Training Requirements

ILS will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code, as they pertain to individuals with disabilities and is relevant to their work responsibilities.

Training will also be provided to:

- Individuals who are responsible for developing ILS policies; and
- All other persons who provide goods or services on behalf of ILS;

Training will be provided, as soon as is reasonably practicable, but no later than 60 days from date of hire; and

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

### **Recruitment, Assessment and Selection**

ILS will notify employees and the public about the availability of accommodation for job applicants who have disabilities;

Applicants will be informed on all job postings that these accommodations are available, upon request, for the interview process and for other candidate selection methods;

Where an accommodation is requested, ILS will consult with the applicant and provide or arrange for suitable accommodation; and

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

### **Accessible Formats and Communication Supports for Employees**

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

Information needed to perform their job; and

Information that is generally available to all employees in the workplace.

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

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

ILS will consider the accessibility needs of employees with disabilities when implementing performance development/appraisal processes, or when offering career development or advancement opportunities; and

Individual accommodation plans will be made, wherever possible, as required.

### **Redeployment**

The accessibility needs of employees with disabilities will be considered in the event of redeployment; and

Individual accommodation plans will be made, wherever possible, as required.

### **RELEVANT DOCUMENTS**

Integrated Accessibility Standards, Ontario Regulation 191/11

Accessibility for Ontarians with Disabilities Act, 2005.

AODA Integrated Accessibility Standards Regulation Communications

AODA Integrated Accessibility Standards Regulations Customer Service

Accommodations Form

**APPROVED BY:** ILS Leadership Team

**DATE APPROVED:** DATE, 2020

**DATE REVIEWED:**

**DATE REVISED:**