

<b>BELLWOODS CENTRES FOR COMMUNITY LIVING INC.</b>		
<b>HUMAN RESOURCES POLICY</b>		<b>POLICY #: HR- A4- 01</b> <b>Page 1 of 5</b>
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<b>ISSUED BY:</b> Human Resources	<b>EFFECTIVE:</b>	February 2013
<b>APPROVED BY:</b> Board of Directors	<b>REVISED:</b>	
	<b>REVIEWED:</b>	<b>November 2016</b>

## **POLICY**

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 people with disabilities.

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

## **PURPOSE**

The purpose of this policy is to confirm Bellwoods commitment to accessibility for persons with disabilities and outline the roles and responsibilities of staff and the organization in accordance with the Integrated Accessibility Standards Regulations (191/11) under the Accessibility for Ontarians with Disabilities Act (AODA) and related implementation timeline requirements.

## **DEFINITIONS**

Accessible Formats – include but not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports – include but 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.

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## **GENERAL PRINCIPLES**

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Employment Standards Overview
- C. Recruitment, Assessment and Selection
- D. Accessible Formats and Communication Supports for Employees
- E. Documented Individual Accommodation Plans
- F. Plans and Processes
- G. Return to Work and Redeployment

### *A. General Requirements*

General requirements that apply across all of the three standards, *Information and Communications, Employment and Transportation* are outlined as follows.

#### Establishment of Accessibility Policies and Plans

Bellwoods will develop, implement and maintain policies governing how it will achieve accessibility through these requirements. This includes a statement of our commitment to meeting the accessibility needs of persons with disabilities in a timely manner in our policies. This will be achieved through documentation in organizational policies and making these documents publicly available, in an accessible format upon request.

Bellwoods will 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 regulation. Bellwoods will post its accessibility plans on our website and provide the plan in an accessible format upon request. Bellwoods will review and update its accessibility plan once every five years and will establish, review and update its accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to report on the progress of steps taken to implement Bellwoods' accessibility plan and post this status on its website. If requested, the report shall be created in an accessible format.

#### Procuring or Acquiring Goods and Services, or Facilities

Bellwoods 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

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Bellwoods will provide training for its employees regarding the IASR and the Ontario *Human Rights Code*. Training will be provided for individuals who are responsible for developing Bellwoods' policies, and all other persons who provide goods, services or facilities on behalf of Bellwoods. This training is provided to each person as soon as practicable and is provided on an ongoing basis in connection with changes to the policies, practices, and procedures governing the provision of goods or services to persons with disabilities (AODA, 2005). Records of this training are retained by Human Resources as mandated by AODA legislative requirements.

*B. Employment Standards Overview*

The Employment Standards regulation will expand Ontario's labour pool by ensuring people with disabilities are welcome and supported within all workplaces. These standards are intended to assist organizations with employment recruitment, providing accessible information, plans for emergencies, individual accommodation, return to work, performance management, and career development and redeployment.

*C. Recruitment, Assessment and Selection*

Bellwoods will notify employees and the public about the availability of accommodation for job applicants who have disabilities as per established requirements. Applicants will be informed that these accommodations are available, upon request, for the interview process and other candidate selection methods. If a selected participant requests an accommodation, Bellwoods 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. Bellwoods will notify the successful applicant of their policies and supports for accommodating people with disabilities. This training is provided to each person as soon as practicable and is provided on an ongoing basis in connection with changes to the policies, practices, and procedures governing the provision of goods or services to persons with disabilities (AODA, 2005).

*D. Accessible Formats and Communication Supports for Employees*

If an employee with a disability requests it, Bellwoods 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.
- Bellwoods will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

*E. Documented Individual Accommodation Plans*

Bellwoods will also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans will include specific elements, including:

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- 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 an employee 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 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 means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

Individual Accommodation Plans shall:

- If requested, include any information regarding accessible formats and communication supports provided;
- If required, include individualized emergency response information; and
- Identify any other accommodation that is to be provided

#### *F. Plans and Processes*

Any department within Bellwoods that utilizes performance management tools, or provides career development and advancement to their employees, will respect the accessibility needs of their employees with disabilities when developing these processes.

Every department within Bellwoods will provide a tailored workplace emergency response plan or information for employees with disabilities, if their disability makes it necessary. If an employee who receives individualized workplace emergency response information requires assistance, with the employee's consent, Bellwoods will designate a person to provide assistance to the employee and provide that person with the individualized response information. The information is provided as soon as practicable after the employer becomes aware of the need for accommodation due to the employee disability. Individualized emergency response information plans shall be reviewed:

- When the employee moves to a different location in the organization
- When the employee's overall accommodations needs or plans are reviewed; and
- When the employer reviews its general emergency response policies

#### *G. Return to Work and Redeployment*

Bellwoods' commits to a return to work process as required to meet AODA obligations for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process includes an outline of the steps Bellwoods will take to facilitate the employee's return to work and use documented individual accommodation plans (as described in section 28 of the

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regulation). If Bellwoods uses redeployment processes, we will take into account the accessibility needs of its employees with disabilities. 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. *These standards do not apply to volunteers or other non-paid individuals.*

**APPLICATION**

This policy covers all employees of Bellwoods unless otherwise noted within the policy and provided the related rules and regulations are not inconsistent with the provisions of the employee’s existing collective agreement.