


Belmont HOUSE

SUBJECT:	AODA – INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR) EMPLOYMENT POLICY		
VOLUME:	VOLUME 1 – ADMINISTRATION HUMAN RESOURCES	ORIGINAL DATE:	January 2015
REVIEWED BY:	JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	REVISED DATE:	May 1, 2021
APPROVED BY:	CHIEF EXECUTIVE OFFICER	PAGE :	Page 1 of 7
SIGNATURE:			

APPLIES TO:
All employees.

PREAMBLE:

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 Belmont House shall follow the principles of dignity, independence, integration and equal opportunity.

POLICY:

General Principles

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

- A. General Requirements
- B. Recruitment, Assessment and Selection
- C. Accessible Formats and Communication Supports for Employees
- D. Workplace Emergency Response Information
- E. Documented Individual Accommodation Plans

Belmont HOUSE

Policy Title:	AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy
---------------	--

F. Performance Management and Career Development and Advancement

G. Return to Work

H. Redeployment

I. Review

A. General Requirements

General requirements that apply across all of the four (4) standards, Information and Communications, Employment, Transportation and Design of Public Spaces, are outlined as follows.

Establishment of Accessibility Policies and Plans

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

- Belmont House will 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.
- Belmont House will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meets its requirements under the IASR. Accessibility plans will be made available in an accessible format, upon request and the AODA program will be posted on our website.
- Belmont House will review and update its accessibility plan once every five (5) years and will establish, review and update our accessibility plans in consultation with persons with disabilities or an advisory committee. Status reports throughout each year will be prepared and presented to the Joint Occupational Health and Safety Committee as well as Senior Management on the progress of the steps taken to implement Belmont House' accessibility plan. Progress will be documented in minutes at both committees, in Company Newsletters and a summary document will be prepared for external users accordingly. Status report for external users will be in an accessible format.

Belmont HOUSE

Policy Title:	AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy
---------------	--

Procuring or Acquiring Goods and Services or Facilities

Belmont House 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.

This includes using Agency Staff and 3rd party contractors. The departments that are in contact with these parties are responsible for adhering to the policy.

Training Requirements

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

Training will be provided as soon as is reasonably practicable and will be done on a recurring basis to ensure all parties are familiar with all aspects of AODA. Training will be provided on an ongoing basis to new employees including at orientation (1st day of employment), to existing employees as a refresher or and as changes to Belmont House's accessibility policies occur and to Board Members (new and existing at the same frequency as staff).

Self-Serve Kiosks

Belmont House will incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

Where kiosks cannot be changed to accommodate a disability, information will be provided on how the same services provided on the kiosk can be accessed.

B. Recruitment, Assessment and Selection

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

Belmont HOUSE

Policy Title:	AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy
---------------	---

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

A reference to the AODA program will be added to new hire letters of offer.

C. Accessible Formats and Communication Supports for Employees

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

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

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

D. Workplace Emergency Response Information

Where required, Belmont House 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; and/or
- Belmont House reviews general emergency response policies.

E. Documented Individual Accommodation Plans

Belmont House must 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 should include specific elements, including:

- 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

Belmont HOUSE

Policy Title:	AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy
------------------	--

- The Ways that an employee can request an evaluation by an outside medical expert or other experts (at employer's expense) to determine if accommodations 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

F. Performance Management and Career Development and Advancement

Belmont House 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 with Human Resources.

G. Return to Work

Belmont House will develop and implement return to work processes 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 will outline the steps Belmont House will take to facilitate the employee's return to work and shall use documented individual accommodations plans (as described in section 28 of the regulation).

H. Redeployment

Belmont House has one (1) job site.

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment into another position.

Individual accommodation plans will be consulted, as required.

Belmont HOUSE

Policy Title:	AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy
---------------	--

I. Review

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

PROCEDURE:

1. Records

Belmont House will maintain records on the training provided.

2. Recruitment

The Human Resources Department will contact all external candidates during the recruitment process. External candidates will be told verbally that Belmont House supports/adheres to all requirements of AODA and that all candidates will be accommodated during the recruitment process should the candidate proceed further in the process.

Candidates may be given the following consideration:

- Additional time to complete written tests (if this is part of the recruitment process)
- An appropriate interview room will be selected which meets the candidates needs
- Additional time and/or additional clarification/assistance to answer questions posed in the interview if needed
- Will be informed during the interview that Belmont will accommodate the successful candidate should they require accommodations and that an individual plan will be created

3. Records regarding AODA compliance will be kept by Human Resources.

4. Departments will inform HR should any of our external partners (example – Agencies) fail to support/meet standards outlined under AODA.

5. Records of Performance Reviews will be kept in each employee's file located in the Human Resources office. Reviews will be audited randomly to ensure compliance under AODA. Any concerns found by Human Resources will be brought to the Chief Executive Officer's attention for review/discussion.

Belmont HOUSE

Policy Title:	AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy
---------------	---

6. Any changes required to an employee's job will be documented in writing. Discussions should involve Human Resources and the Union (where applicable).

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.

Kiosk– An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

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.

REFERENCES:

Accessibility for Ontarians with Disabilities Act, 2005.
Integrated Accessibility Standards, Ontario Regulation 191/11
Ontario Human Rights Code
Ontario Employment Standards Act

CROSS-REFERENCE:

AODA Program (Belmont House)
Contractor Policy
Performance Management Policy
Recruitment Policy