

FCSSLG PRACTICE MANUAL			
Manual	Human Resources	Issued	27/06/2014
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Version	Date of Issue	Summary of Changes	Submitted by
1	27/06/2014	Initial issue of the Policy	Human Resources
2	21/06/2018	Reissue	Derrick Brown

1 POLICY & STATEMENT OF COMMITMENT

The goal of the *Accessibility for Ontarians with Disabilities Act, 2005* (the “Act”) is to create a more accessible Ontario, by identifying and, to the extent possible, preventing and eliminating barriers experienced by a person with a disability.

The Employment Standards adopted under the Integrated Accessibility Standards (“IAS”) were established to promote accessibility for employees with disabilities in the workplace. Family and Children’s Services of Lanark, Leeds and Grenville (“FCSSLG”) aims to provide an accessible environment for its employees and is committed to developing, implementing and maintaining policies aimed at meeting the accessibility needs of employees with a disability in a timely manner.

The objective of this policy (the “Policy”) is to identify and document how FCSSLG seeks to achieve compliance with the requirements of Employment Standards and how it will continue to work toward improving accessibility for employees with a disability.

2 SCOPE

The Policy applies to employees of FCSSLG.

3 DEFINITIONS

- a) **Accessible Format** - May include, but is not limited to, large print, recorded audio and electronic format, braille and any other format usable by a person with a disability.
- b) **Communication Support** - May include, but is not limited to, captioning, alternative and an augmentative communication support, plain language, sign language and any other support that facilitates effective communication.
- c) **Disability** – means:
 - i. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
 - ii. A condition of mental impairment or a developmental disability.

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- iii. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
 - iv. A mental disorder.
 - v. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.
- d) **Performance Management** - means an activity related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

4 ACCESSIBILITY PLAN

FCSLG has established and implemented an Accessibility Plan to outline its strategy to prevent and remove barriers for a person with a disability and meet the requirements of the IAS.

FCSLG will maintain the Accessibility Plan in accordance with the requirements of the IAS and will review and update it at least once every five (5) years.

The Accessibility Plan is posted on FCSLLG's website and will be made available in an Accessible Format, upon request.

5 TRAINING

FCSLG will provide initial training, and ongoing training as required under the IAS, to its employees.

Training will include:

- a) A review of the purpose of the Act and requirements of the IAS.
- b) A review of the Policy.
- c) FCSLLG's obligations under the *Human Rights Code* as they relate to a person with a disability.
- d) How to interact and communicate with persons with various types of disabilities.
- e) How to interact with persons with a disability who use an Assistive Device or require the assistance of a Service Animal or Support Person.
- f) How to use equipment or devices made available on FCSLLG premises to assist persons with a disability to obtain, use or benefit from FCSLLG's goods, services and facilities.
- g) What to do if a person with a disability is having difficulty accessing FCSLLG premises and/or services.

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Human Resources will maintain records of the employees to whom training is provided and when the training occurred. RECRUITMENT, ASSESSMENT & SELECTION

FCSLLG will notify the public and employees of the availability of accommodation during the recruitment process.

FCSLLG will notify job applicants who are individually selected to participate in an assessment or selection process that accommodation is available upon request if the applicant requires accommodation due to a disability.

If an applicant requests accommodation, FCSLLG 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.

6 NOTICE TO SUCCESSFUL APPLICANTS

When making an offer of employment FCSLLG will notify the successful applicant of FCSLLG's policy on accommodating employees with a disability.

7 INFORMING EMPLOYEES OF SUPPORTS

FCSLLG will inform its employees of its policies on supporting an employee with a disability, including, but not limited to, its policy on the provision of job accommodation that takes into account an employee's accessibility needs due to disability. This information will be provided to a new employee as soon as practicable after commencing employment.

FCSLLG will provide employees with updated information whenever there is a material change to its policies on the provision of job accommodation for an employee with a disability.

8 ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS

Upon the request of an employee with a disability, FCSLLG will provide or arrange for the provision of Accessible Formats and Communication Supports to ensure information required by the employee to perform his or her job and/or information generally available to an employee in the workplace is accessible to the employee with a disability.

FCSLLG will consult with the employee making the request to determine the suitability of any Accessible Format or Communication Support. However, FCSLLG reserves the right to determine the Accessible Format or Communication Support provided.

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9 WORKPLACE EMERGENCY RESPONSE INFORMATION

FCSLLG will provide individualized emergency response information to any employee who requires it as a result of a disability. This information will be provided as soon as practicable after FCSLLG becomes aware of the employee's need for an individualized response.

Where the employee will require assistance in an emergency, and with the employee's consent, FCSLLG will designate a colleague(s) to provide such individualized assistance and will provide the colleague(s) with the employee's individualized emergency response information.

FCSLLG will review the individualized workplace emergency response information when (i) the employee moves to a different work location, (ii) the employee's overall accommodation needs or plans are reviewed, and/or (iii) FCSLLG reviews its general emergency response policies.

10 INDIVIDUAL ACCOMMODATION AND RETURN TO WORK

FCSLLG has a written process for developing a documented individual accommodation plan for an employee with a disability. The process includes all elements required by the IAS.

Any individual accommodation plan prepared for an employee will include:

- a) Information on Accessible Formats or Communication Supports provided to the employee.
- b) Any individualized workplace emergency response plan developed for the employee.
- c) Any other forms of accommodation being provided to the employee as a result of his or her disability.

FCSLLG also has a written process for any employee who may be returning to work following a disability-related leave of absence. The process includes the steps taken to facilitate the employee's return to work and the development of any required individual accommodation plan on return.

For more information, please consult FCSLLG's Individual Accommodation and Return to Work Policy.

11 PERFORMANCE MANAGEMENT AND CAREER DEVELOPMENT AND ADVANCEMENT

FCSLLG will take an employee's accessibility needs, and any individualized accommodation plan, into account in:

- a) Conducting performance management.
- b) Providing opportunities for career development and advancement.

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12 QUESTIONS ABOUT THIS POLICY

For more information about the Policy please contact:

Derrick Brown, Human Resources Manager

13 APPENDICES

- a) FCSLLG’s Individual Accommodation and Return to Work Policy