Accessible Employment Policy (AODA)

Intent

CRFHT provides accessible employment in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Integrated Accessibility Standards Regulation*. This policy sets out the company's commitment to standards for accessible employment. It does not apply to volunteers or other individuals who are not paid.

Statement of Commitment

CRFHT is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The company ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Definitions

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

Communication supports: Includes but not limited to captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.

Redeployment: The reassignment of an employee to another department or job in the company as an alternative to layoff when their job or department has been eliminated by the company.

Guidelines

CRFHT ensures that new employees are aware of the policies and supports available for employees with disabilities as soon as reasonably possible after beginning employment and all employees are informed of any updates to existing policies. The company has the following policies to support employees with disabilities:

- Human Rights Policy
- Return to Work Policy

These policies and procedures are available for employees to reference. Any changes to existing policies and procedures are communicated to employees promptly.

The company provides employees with training on the accessibility standards set out in the *Integrated Accessibility Standards Regulation*, the *Human Rights Code*, and the company's accessibility policies, including any updates to these policies. Training is provided as soon as

reasonably practicable, and the contents of the training provided are relevant to the employee's duties and responsibilities.

Upon request, the company provides or arranges for the provision of accessible formats and communication supports for employees with disabilities regarding information needed to perform their job and other information that is generally available to all employees in the workplace.

Requests for accessible formats or communication supports should be provided to management. When a request is received, the company consults with the employee to identify an appropriate accessible format or communication support that meets their needs.

Accommodation

Where the need for accommodation is requested or otherwise identified, CRFHT develops and implements an individual accommodation plan for an employee who has a disability in accordance with the company's Human Rights Policy. An employee with a disability who requires an individual accommodation plan should inform management.

Accommodations are available from the beginning of the recruitment process. Information regarding the availability of accommodations is included in all job postings. Applicants selected to participate in an assessment, or the selection process are informed that accommodations are available upon request. Where an accommodation is requested, the company consults with the applicant and provides or arranges for suitable accommodation that meets their individual needs. Successful applicants are informed of the company's accommodation policies when an offer of employment is made.

Where an employee is absent from work due to a disability and requires accommodations to return to work, the company will develop and document individual return-to-work processes.

Workplace Emergency Response Information

Individualized workplace emergency response information is provided to an employee with a disability where necessary. If an employee requires the assistance of another person in an emergency, information about their individual emergency response may be shared with a designated assistance person with the employee's consent.

The company reviews this information when the employee moves to a different physical workspace in the organization, when the employee's accommodation needs or plan are reviewed, or when the company reviews general emergency response policies.

Performance Management and Career Development

The accessibility needs of employees with disabilities are considered in all aspects of the employment relationship, including during performance management processes, career development or advancement opportunities, and in the event of redeployment. Individual accommodation plans are consulted, where they exist, as part of these process.