

Integrated Accessibility Standard Regulation

Part III – Employment Standard

We are an equal opportunity employer and are committed to inclusive and accessible employment practices that attract and retain talented employees regardless of any disabilities they might have. We recognize that by removing barriers across the employment life cycle will create a workplace that is diverse, accessible and enables employees to reach their full potential.

Requirement: Recruitment

Actions Taken:

- Job applicants who are selected for an interview and/or testing will be notified that accommodations will be made upon request and consultation will be made with any applicant that requests an accommodation in a manner that takes into account their unique abilities
- When offers of employment are made, we notify the successful applicants of the policy for accommodating employees with disabilities.

Actions Planned:

- All new job postings will include a statement that accommodations for persons with disabilities are available upon request
- Continue to address any barriers to recruitment

Requirement: Accessible formats and communication supports for Employees

Actions Taken:

- Any new office design standards have considered accessibility and
- Learning disabilities are accommodated on any and all training sessions

Actions planned

- Investigate need and feasibility for assistive technology including automatic door openers
- Investigate need for assistive technology including specialty mice, keyboards, and ergonomically designed work spaces as needed

Requirement: Documented Individual Accommodation Plans

Actions Taken:

- We have a workplace accommodation policy and a work safe program that includes documented processes on accommodating employees with varying abilities

Actions planned:

- Continue to review documented processes and procedures and look for ways to enhance the accommodation program

Requirement: Workplace Emergency Response Information

Where we are aware that an employee has a disability and that there is a need for accommodation, individualized workplace emergency response information will be provided to the employee as soon as possible if such information is necessary given the nature of the employee's disability.

Actions Taken:

- Our Emergency Specific protocols include person's requiring assistance and AODA requirements
- Individualized workplace emergency plans are prepared as needed for employees who have disclosed a disability and who require accommodation

Actions Planned:

- Review and revise any individual emergency plans on an ongoing basis and regular basis