

AODA Integrated Accessibility Policy: Information & Communications, & Employment

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Street Haven (“the Organization”) believes in integration and equal opportunity and is committed to treating all people in a way that allows them to maintain their dignity and independence. We’re committed to making every reasonable effort to meet the needs of persons with disabilities in a timely manner, provided the accommodations don’t cause the Organization Undue Hardship.

These standards were developed to identify, remove, and prevent barriers and increase accessibility for persons with disabilities in the area of information and communications, and employment as outlined in the Regulation 191/11, Integrated Accessibility Standards (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005.

Accessibility Plan

Street Haven will create, implement, and maintain a plan outlining how we’ll identify, remove and prevent barriers, and increase accessibility for people with disabilities. This plan will be posted on our website and will be reviewed every 5 years in consultation with persons with disabilities.

When requested to do so, the Organization will make the plan available in a format that’s accessible to people with disabilities.

Training

- Street Haven will provide employees with general training on the requirements of the accessibility standards referred to in the Regulation and in the Human Rights Code, as it pertains to persons with disabilities.
- Additional training specific to the responsibilities of individual employees, particularly those who develop policies, and those who provide, goods and services to others, will be provided.
- Records relating to training dates and attendees will be kept as training is provided.

Information & Communications Standards

- This section defines the applicable processes Street Haven must follow to create, provide, and receive information and communications in ways that are accessible to people with disabilities.

Website

- The Organization website and content will conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA, except where this requirement is impracticable.

Accessible Formats & Communication Supports

Upon request, Street Haven will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. The accommodation will take into account the individual's accessibility needs due to disability and the person will be consulted to determine the suitability of an accessible format or communication support.

The Organization website will include notification of availability of accessible formats and communication supports.

Employment Standards

This section applies to paid employees.

The Integrated Accessibility Standards Regulation (ISAR) Employment Standard requires us to have processes in place to determine an employee's accommodation needs. It addresses key processes in the life cycle of a job including recruitment through return to work.

Individualized Emergency Response Information

- Street Haven will create and make available individualized workplace emergency response information to employees who have a disability if:
 - The disability makes the individualized information necessary.
 - The Organization is aware of the need for accommodation due to the employee's disability.
- This individualized information will be provided as soon as feasible after the Organization becomes aware of the need for accommodation.
- With the employee's consent, the information will be made available to the Staff Member assigned to provide assistance to the employee in the event of an emergency.

Recruitment

- Street Haven will notify Staff and the public about the availability of accommodation for job applicants with disabilities in its recruitment process, including its job postings and job postings section of its career web pages.

Selection Process

- Street Haven will notify job applicants that accommodations are available, upon request, in relation to the materials or processes to be used when they're selected to participate in an assessment or selection process.
- If a selected job applicants requests an accommodation due to disability, the Organization will consult with them and provide, or arrange for an appropriate accommodation that takes into account their accessibility needs.

Successful Job Applicants

- Street Haven will notify the successful job applicants of its processes for accommodating employees with disabilities when making offers of employment.

Communication

- Staff and new hires will be made aware of processes used to support employees with disabilities.

Accessible Formats & Communication Supports for Employees

- When requested by an employee with a disability, Street Haven will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform their job, and information that is generally available to other employees.
- The Organization will consult with the employee making the request to determine the appropriateness of an accessible format or communication support.

Individual Accommodation Plans

- Street Haven will create a written process for the development of a documented individual accommodation plan for an employee with disabilities.
- If requested, information regarding accessible formats and communications support provided will also be included in the individual accommodation plans.
- The plans will also include individualized Workplace emergency response information (where required) and will identify any other accommodation to be provided.

Return to Work & Redeployment

- Street Haven will create a documented return to work process for individuals who have been away from work due to a disability and who require disability-related accommodations in order to return to work.
- The return-to-work process will outline the steps the Organization will take to facilitate the employee's return to work and use documented individual accommodation plans and will be in accordance with the collective agreement where applicable.

Employee Counselling, Feedback, & Communication

- Managers will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using performance management tools, providing career development and advancement, or when redeploying employees.

RESOURCES

It's the Organization's intention that this Policy complies with Regulation 191/11, Integrated Accessibility Standards ("Regulation") under the Accessibility for Ontarians with Disabilities Act, 2005.

- ◆ <https://www.ontario.ca/page/accessibility-laws>
- ◆ HR Downloads