Owl
Child Care
Services of Ontario

Policy

Policy Name: **AODA: INTEGRATED ACCESSIBILITY STANDARD (Employment Standard)**

Type:	Employment	**Date Revised:**	December 14, 2015
Date Issued:	December 17, 2013	**Supercedes:**	December 17, 2013

This document shall be made publicly available and will be provided in an accessible format upon request, as soon as is practicable.

1. Statement of Commitment

1.1. Owl Child Care Services (hereafter referred to as Owl) is committed to meeting the objectives and requirements of Ontario Regulation 191/11, Integrated Accessibility Standards (IAS) under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA); and the accessibility needs of persons with disabilities with respect to employment at Owl.

1.2. The requirements set out in this policy and related procedures only apply to employees of Owl and prospective applicants, where applicable. They do not apply to volunteers or other non-paid individuals.

- Where practical, efforts will be made to accommodate students and volunteers with a disability.

1.3. This AODA: IAS policy on Employment will be reviewed and amended, as required, when additional accessibility related regulations are enacted by the Government of Ontario and when changes are made to the legislative framework governing accessibility.

2. POLICY: Integrated Accessibility Standard – Employment

2.1. Recruitment & Selection:

- Owl's employment practices will include notification of the availability of accommodation for applicants with disabilities, as well as supports for staff with disabilities.

2.2. Informing Employees of Supports:

- Owl shall inform employees of its policies used to support employees with disabilities, including policies on job accommodation.

2.3. Accessible Formats and Communication Supports

- Upon request, Owl will consult with an employee with a disability and provide or arrange for the provision of accessible formats and communication supports for information needed in order to perform their job and other information that is generally available to employees in the workplace.

2.4. Workplace Emergency Response Information: compliance date Jan. 1, 2012.

- Where employee needs dictate, Owl will provide individualized workplace emergency response information to employees who have a disability.
- Owl will provide information required by the standard as soon as practical after the employer becomes aware of the need for accommodation due to disability.

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2.5. Documented Individual Accommodation Plans/Return to Work Plans:
- Under the Ontario Human Rights Code, Owl is required to accommodate employees with disabilities.
- As set out in Section 28 of the AODA: IAS – Employment Standard, Owl will provide individual accommodation plans and return to work process for employees with disabilities.

2.6. Performance Management & Career Development:
- Owl's performance management and career development processes will take into account the accessibility needs of its employees with disabilities.

2.7. Redeployment:
- Owl will take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying individuals with disabilities as an alternative to layoffs.

2.8. Training:
- Owl is required to train employees and persons who participate in policy development on the requirements in this AODA: IAS policy and the Ontario Human Rights Code, as it pertains to persons with disabilities.
- The training shall be appropriate to the duties of the employees and other persons and will be completed upon employment and within one month of any change to this policy or related procedures.

2.9. Policy Monitoring
- The Executive Director is responsible to ensure that any changes made to the procedures or related policy considers the impact on people with disabilities.

3. DEFINITIONS:

3.1. Disability, as defined by the AODA and the Ontario Human Rights Code, is:
- 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 coordination, 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,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

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3.2. Accessible Formats:
- may include, but are not limited to, large print, recorded audio and electronic formats, reading the material aloud, Braille and other formats usable by persons with disabilities.

3.3. Performance management:
- means activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

3.4. Career development and advancement:
- includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.

3.5. Redeployment:
- means 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.

4. RELATED DOCUMENTS:

4.1. Emergency Response Plan template
4.2. Individual Accommodation Plan template
4.3. Return to Work Plan template
4.4. AODA: Accessible Customer Service policy & procedures
4.5. AODA: IAS – General Requirements, Information & Communications, Transportation policy & procedures
4.6. Performance Management policy & procedures
4.7. Recruitment & Selection policy & procedures.
4.8. Workplace Health & Safety policy & procedures

_____	_____
Executive Director	Date
_____	_____
Director of Operations	Date