

Section: Terms of Employment
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Accessibility for Ontarians with Disabilities Act, 2005 (AODA) – Integrated Accessibility Standards Regulations (IASR) – Employment Standard Policy

Intent:

Carson Dunlop will create and provide information and communications in ways that are accessible for people with disabilities. This policy outlines Carson Dunlop's policy related to information and communication. All information and communications materials and services provided by Carson Dunlop will follow the principles of dignity, independence, integration and equal opportunity. Carson Dunlop is committed to meeting the accessibility needs of persons with disabilities in a timely manner.

Guidelines

- These guidelines are effective January 1, 2017
- All employees and volunteers (including paid, unpaid, full-time, part-time and contract positions) must receive work-related training on AODA requirements. Training is available at www.accessforward.ca or in appendix A of this document.
- Any time Carson Dunlop revises accessibility policies, all employees and volunteers must receive work-related training on AODA requirements.
- Carson Dunlop is not required to keep a record of the training provided.
- Carson Dunlop has established policies to prevent and remove barriers to meet its requirements under IASR.
- Recruitment, assessment and selection process
 - During the recruiting process, Carson Dunlop will notify employees and the public that accommodations for job applicants with disabilities are available upon request for the recruitment process.
 - When inviting job applicants to participate in the selection process, we will inform them that accessibility accommodations are available upon request for interviews and other selection processes.
 - When offering a job to a successful applicant, Carson Dunlop will inform them of our policies on accommodating employees with disabilities.
- Accessible formats and communication supports for employees
 - Carson Dunlop will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.
 - If an employee with disability requests it, Carson Dunlop will provide or arrange for the provision of accessible formats and communication supports for the following:
 - Information needed to perform their job; and
 - Information generally available to all employees in the workplace.
 - Carson Dunlop will consult with the employee making the request to determine the best way to provide the accessible format or communication support.
- Workplace emergency response information

- Carson Dunlop will provide individualize workplace emergency response information to employees with disabilities if the disability makes it necessary, and Carson Dunlop is aware of the need. This information must be reviewed when:
 - The employee moves to a different location in the office
 - The employee's overall accommodation needs are reviewed and/or
 - Carson Dunlop reviews general emergency response policies.
- Performance management, career development and advancement and redeployment
 - Carson Dunlop will consider the accessibility needs of employees with disabilities when implementing performance management processes, when offering career development or advancement opportunities or when considering redeployment.
 - Individual accommodation plans will be developed as required.