
	MANUAL: Administration	SECTION/ DEPARTMENT: Human Resources	Policy Number: 1-HR-88	Pages: 1 of 2	
SUBJECT: Accessibility of Employment				AREA OF FOCUS: Administration Resident Services X	
Effective: 23/07/23	Last Revised: 23/07/23	Supersedes:	Next Review: 23/07/25	Approved By: Senior Management Team	

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1.0 SCOPE:

This policy applies to St. Joseph's Lifecare Centre Brantford (SJLCB) and is understood to include both St. Joseph's Long Term Care Home and Stedman Community Hospice.

2.0 POLICY:

St. Joseph's Lifecare Centre Brantford (SJLCB) is committed to fostering a healthy and positive work environment which provides equal employment opportunities to people with disabilities in a manner that is compassionate and respectful.

Recruitment

The Human Resources (HR) Department shall post information about the availability of accommodations for applicants with disabilities in its recruitment process. During the process of arranging the interview, job applicants shall be notified that accommodations for material to be used in the process are available upon request. Human Resources will consult with any applicant who requests an accommodation in a manner that takes into account the applicant's disability. Successful applicants shall be notified about SJLCB's policies for accommodating employees with disabilities.

Employee Supports

The HR Department will inform employees of the policies used to support employees with disabilities, including policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability. SJLCB will provide this information to new employees as soon as practical after they begin their employment with the organization. Updated information will be provided to employees whenever there is a change to existing policies on the provisions of job accommodations.

Workplace Emergency Response Information

If the employee's disability is such that a workplace emergency plan is required and SJLCB is aware of the need for accommodation, SJLCB will provide individualized workplace emergency response information to employees who have a disability. This information will be provided to any designated individual whom is required to provide assistance. If an employee is moved to another area of the facility, the employee's overall accommodation needs or plans will be reviewed.

Documented Individual Accommodation Plans

A written process for the development and maintenance of documented individual accommodation plans shall be developed for employees with disabilities if requested, these plans shall include information regarding accessible formats and supports. If requested, the plans can include individualized workplace emergency response information.

Return to Work Process

SJLCB shall have in place a documented return to work process for employees returning to work due to a disability and requiring disability related accommodations. This return to work process shall outline the steps that SJLCB and the employee will take to facilitate the return to work.

Employee shall co-operate in their return to work in accordance with the Return to Work Policy.

Performance Management and Career Development and Redeployment

SJLCB shall take into account the accessibility needs of employees with disabilities and individual accommodation plans in performance management processes, when providing career development and advancement opportunities and when considering redeployment of employees with disabilities.

3.0 DEFINITIONS:

Definitions:

Accessible formats: may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

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

Disability: is defined, per Section 2 of the AODA, 2005, Human Rights Code, R.S.O. 1990, c. H.19, as follows:

- a. "Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defects 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 co-ordination, 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
- b. A condition of mental impairment or a developmental disability
- c. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- d. A mental disorder, or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

Service Animal: is defined, per Section 4(9) of the AODA Customer Service Standard, O. Reg. 429/07, as follows:

"An animal is a service animal for a person with a disability:

- a. If it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- b. If the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.”

Support Person: is defined, per Section (4)8 AODA Customer Service Standard, O. Reg. 429/07, as “a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.”

4.0 LIMITS:

Any medical information received will be treated as confidential and will not be released without the specific written authorization of the employee in question. Only the recommended restrictions and functional abilities will be shared with the workplace parties/partners on a need to know basis in the development of an appropriate accommodation plan.

5.0 RISK:

Failure to comply with this policy can lead to a less qualified candidate obtaining employment, increased turnover, and decreased morale, as well as litigation, fines or penalties under the Accessibility for Ontarians with Disabilities Act 2005 (AODA).

References

- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005 retrieved from http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm
- Accessibility for Ontarians with Disabilities Act, 2005, Ontario Regulation 191/11, retrieved from http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm
- Human Rights Code R.S.O. 1990, Chapter H.19, retrieved from http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm
- The Conference Board of Canada, Employers’ Toolkit: Making Ontario Workplaces Accessible to People with Disabilities, 2012
- University of Guelph AODA Policies, retrieved from <http://www.uoguelph.ca/accessibility/AODAPolicies.php>
- City of Ottawa - Accessibility Policy, retrieved from <http://ottawa.ca/en/city-hall/your-city-government/policies-and-administrative-structure/accessibility-policy>
- Integrated Accessibility Standards Policy - Region of Halton <http://www.halton.ca/cms/one.aspx?objectId=24033>