



## POLICIES and PROCEDURES

*"An innovative Centre that motivates, educates and nurtures young mothers and their children to become contributing members of society"*

Youville Centre - Mission Statement

SECTION: A. Organizational Policies, Procedures and Guidelines

SUB-SECTION: HUMAN RESOURCES - EMPLOYEES

POLICY: **AODA – INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR) EMPLOYMENT POLICY**

CROSS-REFERENCE: CCA-ORG-HR-6.1; PS-3.1

Youville Centre Policy: Governance – Development, Implementation, Review and Enforcement of Policies

Youville Centre Policy: Human Resources – Employees - AODA Integrated Accessibility Standards Regulation (IASR) Customer Service; AODA – Integrated Accessibility Standards Regulation (IASR) Information and Communications

EFFECTIVE DATE: February 13<sup>th</sup>, 2013

REVISION DATE: December, 2016

### PURPOSE:

- To outline procedures in order to remain compliant specific to the requirements of the Employee Standards included in the Integrated Accessibility Standards of the *Accessibility for Ontarians with Disabilities Act, (AODA) 2005*.

### POLICY:

All employment services provided by Youville Centre shall follow the principles of dignity, independence, integration and equal opportunity. Youville Centre is in compliance with the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of accessible employment services for persons with disabilities.

### DEFINITION OF TERMS:

**“Accessible Formats”** – Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

**“Communication Supports”** – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

**“Performance Development/Appraisal”** - Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**“Redeployment”** – is 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.

**GUIDELINES:**

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- General Requirements
- Recruitment, Assessment and Selection
- Accessible Formats and Communication Supports for Employees
- Workplace Emergency Response Information
- Documented Individual Accommodation Plans
- Performance Management and Career Development and Advancement
- Redeployment
- Review

**PROCEDURES:**

**A. General Requirements**

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

- Youville Centre will develop, implement and maintain policies governing how it will achieve accessibility through these requirements as per Youville Centre Policy: Governance – Development, Implementation, Review and Enforcement of Policies.

Training Requirements

- Youville Centre will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities;
- Training will also be provided to:
  - Individuals who are responsible for developing Youville Centre's policies
  - All other persons who provide goods, services or facilities on behalf of Youville Centre
- Training will be provided as soon as is reasonably practicable, but no later than 30 days from date of hire; and
- Training will be provided on an ongoing basis to new employees and as changes to Youville Centre's accessibility policies occur.

**B. Recruitment, Assessment and Selection**

- Youville Centre will notify employees and the public about the availability of accommodation for job applicants who have disabilities;
- Applicants will be informed on all job postings that these accommodations are available, upon request, for the interview process and for other candidate selection methods;
- Where an accommodation is requested, Youville Centre will consult with the applicant and provide or arrange for suitable accommodation; and
- Successful applicants will be made aware of Youville Centre's policies and supports for accommodating people with disabilities.

### **C. Accessible Formats and Communication Supports for Employees**

- Youville Centre 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 a disability requests it, Youville Centre will provide or arrange for the provision of accessible formats and communication supports for the following:
  - Information needed in order to perform his/her job
  - Information that is generally available to all employees in the workplace
- Youville Centre will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

### **D. Workplace Emergency Response Information**

- Where required, Youville Centre will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; and/or
- Youville Centre reviews general emergency response policies.

### **F. Performance Management and Career Development and Advancement**

- Youville Centre will consider the accessibility needs of employees with disabilities when implementing performance development/appraisal processes, or when offering career development or advancement opportunities.

Individual accommodation plans will be made, as required.

### **G. Redeployment**

- The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

*Individual accommodation plans will be made, as required.*

### **H. Review**

- This policy will be reviewed regularly to ensure that it is reflective of Youville Centre's current practices as well as legislative requirements.

### **I. Acknowledge and Agreement Statement**

- All employees are required to sign a Youville Acknowledge and Agreement Statement Form upon hire indicating that they have read and understood Youville Centre policies. Failure to adhere to this or any other Youville Centre policies will lead to disciplinary action up to and including termination of employment.