



ACCESSIBLE EMPLOYMENT POLICY

Doc No: HR-2.03
Issue Date: Aug. 1, 2017
Revision:
Prep By: A. Cerilli
Approved By: J. Crawford

Intent

IRC Building Sciences Group (hereinafter known as “IRC”) is committed to excellence serving all employees and job candidates, including people with disabilities. IRC will strive to ensure that policies and procedures established with respect to the provisions of accessible employment services for persons with disabilities are consistent with the principles of dignity, independence, integration and equal opportunity.

IRC will strive to meet the needs of all employees and job candidates, including but not limited to persons with disabilities, in an effective, timely and respectful manner.

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 Accommodation Plans
- Performance Management and Career Development
- Return to Work
- Redeployment

General Requirements

IRC will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

IRC will include a Statement of Commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made available in an accessible format, upon request.

IRC will also establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format and will be posted on our website.

The accessibility plan will be reviewed and updated once every five (5) years and will review and update the plan in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to document the progress of the steps taken to implement the accessibility plan.

IRC will provide training to all new employees and volunteers within their first two (2) weeks of work, or as soon as reasonably practical. All current employees will be trained on any revisions in the event of changes to legislation, procedures, policies and/or practices. Training on revisions will occur within sixty (60) days of their effective date.



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Recruitment, Assessment and Selection

IRC will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where requested, IRC will consult with the applicant and provide or arrange for suitable accommodation.

Accessible Formats and Communication Supports for Employees

IRC will ensure that employees are aware of all policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, IRC will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed to perform his/her job; and
- Information that is generally available to all employees in the workplace

IRC will consult with the employee making the request to determine the best method of providing the accessible format or communication support.

Workplace Emergency Response Information

Where required, IRC 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
- IRC reviews general emergency response policies

Documented Individual Accommodation Plans

IRC will develop personalized accommodation plans when required which will be designed to meet the specific needs of the individual. For more information regarding the process of establishing an accommodation plan, please refer to IRC's [Accommodation Policy](#).

Performance Management and Career Development

IRC will consider the accessibility needs of employees with disabilities when implementing performance management processes or when offering career development or advancement opportunities.

Return to Work

IRC will develop and implement return to work processes for employees who are absent from work due to a disability and who require disability-related accommodation(s) in order to return to work. The processes will outline the steps that will be taken to facilitate the employee's return to work. For more information on this process, please refer to IRC's [Return to Work Policy](#).



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Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment. The individual accommodation plan will be consulted as required during the redeployment process.

Review

This policy will be reviewed on an annual basis to ensure that it is reflective of IRC's current practices as well as legislative requirements.