



## **Accessibility in the Workplace under AODA Policy and Procedures**

Created: February 13, 2017

Reference: Accessibility for Ontarians with Disabilities Act, 2005

Reviewed: March 16, 2020, March 24, 2022

Approved by Board of Directors: March 1, 2017

### **Policy:**

Ontario's Accessible Employment Standard requires Orde Day Care to make employment practices accessible to meet the needs of our employees and job applicants with disabilities. In order to comply with this regulation Orde Day Care must meet the four (4) requirements of the Accessible Employment Standard;

1. Hiring
2. Workplace Information
3. Talent and Performance Management
4. Communication of Accessibility Policies

### **1. Hiring**

#### **Purpose:**

All Orde Day Care employees and the public will be notified that the needs of people with disabilities will be accommodated in our hiring process.

#### **Procedure:**

We will do these by:

- a. Including accommodation in our hiring process outlined in our job posting;

Orde Day Care welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Upon being selected for an interview, applicants will be informed that accommodations will be provided based on the need of the individual.

Requests for accommodation will be discussed with the applicant and the Executive Director to make adjustments as needed to support them.

### **2. Workplace Information**

#### **Purpose:**

Orde Day Care will post workplace information in an accessible format if an employee makes a request to the Executive Director.

#### **Procedure:**

##### **Written communication will be available in an online format and paper copies**

- a. Information that is required to perform the job; job descriptions, policy and procedures, staff manuals, union contracts, schedules



- b. General information that is available to all employees at work; newsletters, health and safety information, health bulletins,
- c. Emergency Information and procedures

### **3. Talent and Performance Management**

#### **Purpose:**

Orde Day Care will consider the needs of employees with disabilities when conducting performance reviews and promotions to ensure equity.

#### **Procedure:**

- a. Making documents available in accessible formats, (e.g., large print for low vision)
- b. Providing feedback and coaching in a way that is accessible to the employee (e.g., allowing someone with a learning disability to record the conversation, reading the document outloud)
- c. Providing an accommodation, the employees need to successfully learn new skills or take on more responsibilities

### **4. Communicate Accessibility Policies**

#### **Purpose:**

Orde Day Care will communicate how our policies support employees with disabilities. New employees will be notified upon hire, and all employees will be notified if there are any relevant changes to Orde's policies.

#### **Procedure:**

This information will be disseminated through the following formats:

- a. Emails
- b. Memos
- c. Bulletin boards
- d. Staff meeting
- e. One on one conversations

#### **Policy and Procedure Review:**

This policy and procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care Centre **Accessibility in the Workplace under AODA Policy and Procedure.**

I understand it is my responsibility to read, understand, and comply with the **Accessibility in the Workplace under AODA Policy and Procedure.**



ORDE DAY CARE CENTRE'S- POLICY AND PROCEDURE BINDER

I understand that if I have questions, at any time, regarding the **Accessibility in the Workplace under AODA Policy and Procedure**, I will consult with my immediate supervisor.

Please read the **Accessibility in the Workplace under AODA Policy and Procedure Policy and Procedures** carefully to ensure that you understand the policy and procedures before signing

Date:	Staff Signature:
Date:	Supervisor Signature:
Comments:	

ORDE DAY CARE CENTRE'S- POLICY AND PROCEDURE BINDER

