

MANITOULIN HEALTH CENTRE Accessibility Standards for Employment (as delineated under AODA)	POLICY: ADM-13-02	DEPARTMENT: Administration
EFFECTIVE DATE: November 19, 2013	DATE REVIEWED: (annually) June 2017	
PREVIOUS POLICY: N/A	DISTRIBUTION: All Departments, Board of Directors	

STATEMENT OF POLICY

Manitoulin Health Centre (MHC) recognizes the requirements set out in Accessibility for Ontarians with Disabilities Act (AODA), 2005, under the Integrated Standards as it pertains to the rights of a disabled person in employment.

Recruitment

MHC accommodates applicants during the recruitment process, as is indicated on our website. Upon request of applicants selected for interview, accommodations are available in relation to the materials or processes used. MHC will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to a disability.

Successful applicants will be notified of MHC's policies for accommodating employees with disabilities in the written offer of employment.

Keeping Employees Informed

Employees are made aware of MHC's policies for supporting employees with disabilities by training on the MHC Learning Management System (LMS). Training is provided at the following times:

- on or prior to the required date under the AODA
- during orientation of newly hired employees
- when policies change

Making information Accessible

When requested by an employee with a disability, MHC will work with them to understand their needs and to make workplace information accessible. This includes providing the information in an accessible format or with communication supports suited to the individual needs of the employee.

Workplace information means information that employees need to perform their jobs and general information that is available to all MHC employees.

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Workplace Emergency Response Information

When MHC is made aware of an employee with a disability that might need help in an emergency then MHC will:

- give the employee individualized emergency response information
- with their consent, share this information with anyone who is designated to help them in an emergency
- review the emergency response information when the employee changes work locations, when the employee's overall accommodation needs are reviewed and when the MHC emergency response policies are reviewed

Also refer to policy: "Accessibility Standards – Emergency Response Plans"

Individuals Accommodations Plan

Individual accommodation plans are a formal way of recording the workplace-related accommodations that the employer provides to an employee with a disability.

The process for developing individual accommodation plans is found in the Human Resources "Accommodation" policy.

Individual accommodation plans, if requested, will include any information regarding accessible format and communication supports, individualized workplace emergency response information, and identify any other accommodation that is to be provided.

Return To Work Plans

Employees returning from work due to a disability may require modified work on a temporary, transitional basis.

The processing for developing individual return to work plans is found in the Employee Health Services "Safe and Timely Return to Work" policy.

Individual return to work plans, if requested, will include any information regarding accessible format and communication supports, individualized workplace emergency response information, and identify any other accommodation that is to be provided.

Performance Management

Performance reviews are conducted for all employees. The process for conducting reviews is found in the Human Resources "Performance Reviews – Probationary Employees" and "Performance Reviews – Non-Probationary Employees" policy.

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The accessibility needs of employees with disabilities, as well as individual accommodation plans and individual return to work plans will be taken into account during the performance review process. For example, managers can:

- review an employee's individual accommodation plan to understand the employee's accommodation needs and determine whether it needs adjusting to improve his or her performance on the job
- have documents related to performance management available in accessible formats, such as large print for individuals with low vision
- Provide informal and formal coaching and feedback in a manner that takes into account an employee's disability, such as using plain language for an individual with a learning disability.

Career Development and Advancement

When career development and advancement opportunities are provided to employees with disabilities, the accessibility needs and individual accommodation plans will be taken into account.

Redeployment

When redeploying employees with disabilities, the accessibility needs and individual accommodation plans will be taken into account.

President & CEO
June 2017

Derek Graham

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