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| Title: Employment Principles and Accessible Employment | | Page: 1 of 5 |
| Location: CCM (all) | Document Owner | Name: Ian Foster Initial <i>IF</i> |
| Dept: Human Resources | President | Name: Martin Lavergne Initial <i>ML</i> |

1.0 PURPOSE

This policy is intended to comply with legislation under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Integrated Accessibility Standards (IASR), Ontario Regulation 191/11, and the Ontario Human Rights Code.

2.0 APPLICATION

This policy applies to all Canada Care Medical Inc. employees in Ontario.

3.0 POLICY

Canada Care Medical Inc. is committed to treating all people fairly, with respect and dignity, and to offer everyone equal employment opportunities without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

We commit to meet the accommodation needs of employees with disabilities, and to have processes in place to determine their accommodation needs so we may support both their personal independence and their integration into a strong and diverse team at Canada Care Medical. These processes include:

- Informing employees of supports.
- Accessible recruitment process.
- Accessible formats and communication supports.
- Documented individual accommodation plans.
- Workplace emergency response information.
- Performance management, career development, and redeployment.
- Return to work process.

4.0 PROCEDURE AND RESPONSIBILITIES

4.1 Responsibilities

- All staff are responsible for
 - Completing training on human rights.
 - In addition, managers are responsible for:
 - Ensuring all staff receive effective training on human rights.
 - Providing all staff with a copy of this policy, and orienting them to it.
 - Completing training on accessible employment.
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- Complying with Canada Care Medical's employment principles and accessible employment policy.
- Canada Care Medical is responsible for:
 - Maintaining an up-to-date policy on employment principles and accessible employment.
 - Providing resources and support for staff to fulfill their obligations under the policy.

4.2 Informing Employees of Supports

- Canada Care Medical will inform all employees, both new and existing, of our accessible employment practices.

4.3 Accessible Recruitment Process

- The Canada Care Medical web site will notify prospective job seekers that accommodations for applicants with disabilities are available on request. Notification can also be included in job postings.
- Invitations to interviews will state that accessibility accommodations are available on request to support their participation. When scheduling interviews, applicants may be asked if any accessibility accommodations are needed for the recruitment process.
- Offer letters to applicants will include a statement on accommodating employees with disabilities.

4.4 Accessible Formats and Communication Supports

- We will provide accessible information formats and communication supports to employees with disabilities upon request. This may include:
 - Information required for the employee to perform their job.
 - Information generally available to all employees.
- We will consult with employees to determine their accessible information format needs and how best to accommodate them. This may include:
 - Access to the use of software such as a screen reader.
 - Documents in an electronic format to support use of an e-reader.
 - Text transcripts of visual or audio information.

4.5 Documented Individual Accommodation Plans

- Canada Care Medical will document individualized accommodation plans for employees with disabilities. We will work with the employee to find the appropriate accommodation to meet their accommodation needs.
 - The employee will be an active participant in the process and is encouraged to accurately represent their functional abilities and needs, and to make suggestions and recommendations how their needs may be accommodated.
 - Canada Care Medical may seek outside expert advice to help determine an employee's accommodation needs, at no cost to the employee.

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- The accommodation plan will contain personal health information and will be confidential when completed.
- The plan will be reviewed when the employee's duties, work location or abilities change.

4.6 Workplace Emergency Response Information

- Orientation of all employees will include documenting and reviewing their workplace emergency response information.
- We will provide individualized workplace emergency response information to employees with disabilities if their disability requires it. This may include:
 - Awareness of specific health issues, medications or required first aid procedures.
 - Providing accessible notification of emergency alarms, signals or messaging.
 - Providing assistance and contingency planning in case of emergency evacuation.
 - Designating and training a support person.
- With the employee's consent, their emergency information will be shared with anyone designated to help them in an emergency.
- The employee's emergency response information will be reviewed when:
 - The employee moves to a different location.
 - The employee's overall accommodation needs or plan are reviewed.
 - Canada Care Medical reviews its emergency response policies.

4.7 Performance Management, Career Development, and Redeployment

- Canada Care Medical does not currently document these processes but is aware of the requirements to account for the accessibility needs of employees with disabilities and their individual accommodation plans.

4.8 Return to Work Process

- Canada Care Medical will support employees who have been absent due to a disability and require disability-related accommodations when they return to work.
- The return to work process will be documented in an individual employee accommodation plan and will outline the steps that will be taken to facilitate the employee's return to work.

4.9 Training

- All staff will be trained on human rights as part of their employment orientation, and records will be kept of training.
 - All staff will be provided with a copy of this policy and oriented to it.
 - All employees will complete the online human rights training module at: <http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda/certificate-version>
 - Employees shall complete the quiz, download the Certificate, and e-mail a copy to: accessibility@canadacaremedical.com to enable compliance reporting:

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- Canada Care Medical will provide accessible employment training to all managers and supervisory staff involved in employment postings or recruitment.
- Training will include:
 - Informing employees of supports.
 - Accessible recruitment process.
 - Accessible formats and communication supports.
 - Documented individual accommodation plans.
 - Workplace emergency response information.
 - Return to work process.
- Managers will complete the online accessible employment training module at:
 - <https://accessforward.ca/newado/esmmodule/>
 - Managers shall complete the quiz, download the Certificate, and e-mail a copy to: accessibility@canadacaremedical.com to enable compliance reporting:
- Training resources, including human rights and accessible employment, are available to staff on the fileshare in the AODA Accessibility folder.

5.0 DEFINITIONS

5.1 “Disability” means

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect 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.
- A condition of mental impairment or a developmental disability.
- A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- A mental disorder.
- An injury or disability for which benefits were claimed or received under the insurance plan established under the workplace safety and insurance act, (1997).

5.2 “Record of offences” means a conviction for an offence in respect of which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked, or an offence in respect of any provincial enactment; (“casier judiciaire”)

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6.0 REFERENCES AND ASSOCIATED DOCUMENTS AND FORMS

- HR 2.19 Workplace Emergency Response Information
- HR 5.04.ON Employee Accommodation Plan
- G 2.32.ON Accessible Information and Communications
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Integrated Accessibility Standards (IASR), Ontario Regulation 191/11
- Ontario Human Rights Code

7.0 REVISION HISTORY

2007-07-16 Initial release.

2012-01-01 Updated for workplace emergency response compliance. Added reference to HR 2.19.

2016-01-01 Updated for compliance with the accessible employment standard.

2019-10-28 Moved to new accessible structured electronic document format template.