



## Kids & Company's Accessible Employment Standards Policy

### INTENT

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 91/11* 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 people with disabilities. All employment services at Kids & Company shall follow the principles of dignity, independence, integration and equal opportunity.

### SCOPE

This policy shall apply to every person who deals with members of the public on behalf of Kids & Company.

### DEFINITIONS

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

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

**Conversion Ready** – an electronic or digital format that facilitates conversion into an acceptable format.

**Information** – includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and conveys meaning.

**Large Organization** – an organization with 50 or more employees in Ontario.

**Mobility Aid** – a device used to facilitate the transport, in a seated posture, of a person with a disability.

**Mobility Assistive Device** – a cane, walker or similar aid.

**Performance Management** – activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.



**Support Person** – in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs, or with access to goods, services or facilities.

## **GENERAL PRINCIPLES**

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

- A. General Requirements
- B. Employment Standards Overview
- C. Recruitment, Assessment and Selection
- D. Accessible Formats and Communication Supports for Employees
- E. Documented Individual Accommodation Plans
- F. Plans and Processes
- G. Return to Work and Redeployment

### **A. General requirements**

General requirements that apply across two standards, Information and Communications and Employment are outlined as follows:

#### **Establishment of Accessibility Policies and Plans**

Kids & Company has developed policies governing how it will achieve accessibility through these requirements. Kids & Company has included a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. This has been achieved through documentation in Kids & Company's policies and making these documents publicly available, in an accessible format upon request.

Kids & Company has documented a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR regulation. Kids & Company will post its accessibility plans on its website and provide the plan in an accessible format upon request. Kids & Company will review and update its accessibility plan once every five years and will establish, review and update its accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to report on the progress of steps taken to implement Kids & Company's accessibility plan and post this status on its website. If requested, the report shall be created in an accessible format.

#### **Procuring or Acquiring Goods and Services, or Facilities**

Kids & Company will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.



### **Training Requirements**

Kids & Company will provide training for its employees regarding the IASR and the Ontario *Human Rights Code*.

### **B. Employment Standards Overview**

The Employment Standards regulation will expand Ontario's labour pool by ensuring people with disabilities are welcomed and supported within all workplaces. Employment standards will assist organizations with employment recruitment, providing accessible information, plans for emergencies, individual accommodation, return to work, performance management, and career development and redeployment.

### **C. Recruitment, Assessment and Selection**

Kids & Company will make every reasonable effort to accommodate job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and other candidate selection methods. Kids & Company will notify the successful applicant of their policies and supports for accommodating people with disabilities.

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

If an employee with a disability requests it, Kids & Company will make every reasonable effort to provide or arrange for the provision of accessible formats and communication supports for the following:

1. Information needed in order to perform their job; and
2. Information that is generally available to all employees in the workplace.

### **E. Documented Individual Accommodation Plans**

Kids & Company will also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans include specific elements, including:

1. The ways in which the employee can participate in the development of the plan;
2. The means by which the employee is assessed on an individual basis;
3. The ways an employee can request an evaluation by an outside medical expert, or other experts to determine if accommodation can be achieved, or how it can be achieved;
4. The steps taken to protect the privacy of the employee's personal information;
5. The frequency with which the individual accommodation plan should be reviewed or updated determined, and how it should be done;
6. The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

### **F. Plans and Processes**



Any department within Kids & Company that utilizes performance management tools, or provides career development and advancement to their employees, will respect the accessibility needs of their employees with disabilities when developing these processes. Every department within Kids & Company will provide a tailored workplace emergency response plan or information for employees with disabilities, if their disability makes it necessary.

### **G. Return to Work and Redeployment**

Kids & Company will have return to work processes in place for employees who are absent from work due to a disability and require disability-related accommodations in order to return to work. Kids & Company will document these processes. The return to work process will include an outline of the steps Kids & Company will take to facilitate the employee's return to work and use documented individual accommodation plans (as described in section 28 of the regulation).

If Kids & Company uses redeployment processes, they will take into account the accessibility needs of its employees with disabilities.

### **Contact Us:**

If you have any questions or concerns about this policy or its related procedures please contact:

Kelly O'Donnell  
Human Resources Generalist  
905-771-1153 ext. 2025

Accessible formats of this document are available upon request.

This policy and its related procedures will be reviewed as required in the event of legislative Changes.