



AODA-INTEGRATED ACCESSIBILITY STANDARDS POLICY

EMPLOYMENT STANDARD POLICY

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation* (IASR) 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 provided by Osteoporosis Canada shall follow the principles of dignity, independence, integration and equal opportunity. This policy shall apply to every person who deals with members of the public on behalf of Osteoporosis Canada.

Our Commitment- Osteoporosis Canada is committed to helping all employees, in a way that respects the dignity and independence of persons with disabilities. This includes providing accessible and equitable support to all persons, including those with disabilities. Osteoporosis Canada will identify, remove and prevent accessibility barriers that may prevent the full participation of persons with disabilities in the workplace. This includes:

Physical;
Environmental;
Communication and technological challenges.

Multi-Year Accessibility Plan-Osteoporosis Canada has developed and will follow a Multi-Year Accessibility Plan that outlines our strategy for preventing and removing barriers from the workplace in accordance with the IASR. The plan will be reviewed and updated every five years.

Training- Osteoporosis Canada will ensure that all persons receive training as required by the IASR. Employees will be trained on policies, practices and procedures that support the full participation of persons with disabilities in the workplace.

Information and Communications Standard

Osteoporosis Canada will continue to ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports upon request.

Upon request, Osteoporosis Canada will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities that take into account each person's accessibility needs due to disability. Osteoporosis Canada will consult with the person making the request for an accessible format or communication supports when determining the suitability of an accessible format or communications supports.

Osteoporosis Canada will ensure that its website, including web content, conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA, except where meeting the requirement(s) is not practicable.

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Osteoporosis Canada is proud to have a diverse workforce, with a safe, inclusive and accessible work environment. The organization's policies and practices are intended to foster diversity, inclusiveness and accessibility, while ensuring that the workplace is free from discrimination and harassment.

Recruitment, Assessment and Selection- Osteoporosis Canada will make every reasonable effort to accommodate selected job applicants who have disabilities. Selected applicants will be informed that these accommodations are available, upon request, for the interview process. If a selected job requests accommodation relating to their participation in the hiring process, Osteoporosis Canada will consult with the applicant and provide or arrange for the provision of suitable accommodation that takes into account the applicant's disability-related needs.

All job postings are required to have the following at the bottom of each job posting:

Osteoporosis Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request, for candidates taking part in the selection process.

Notice to Successful Applicants- When make offers to employment, Osteoporosis Canada will notify successful applicants of our policies for accommodating employees with disabilities.

Informing Employees of Supports-We will notify our employees of Osteoporosis Canada's policies (and any updates where there is a change to those policies) for supporting employees with disabilities, including our policies regarding the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new hires as soon as practicable after they commence employment.

Accessible Formats and Communication Supports for Employees- If an employee with a disability requests such, Osteoporosis Canada will make every reasonable effort to provide or arrange for the provision of accessible formats and communication supports for:

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

Workplace Emergency Response Information-Osteoporosis Canada will provide individual workplace emergency response information to employees with disabilities where the disability is such that individualized information is necessary and Osteoporosis Canada is aware of the need for accommodation. Osteoporosis Canada will provide workplace emergency response information as soon as practicable after learning of the need for accommodation due to an employee's disability. Where an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, Osteoporosis Canada will designate a person to provide assistance to the employee. Osteoporosis Canada will review individualized workplace emergency response information, at minimum, whenever:

- the employee's overall accommodation needs or plans are reviewed; or
- Osteoporosis Canada's reviews its general emergency response policies.

Documented Individual Accommodation Plans-Osteoporosis Canada will 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 shall include specific elements, including:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed on an individual basis;
- 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;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated determined, and how it should be done;
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

Return to Work Process- Osteoporosis Canada will develop and maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process will outline the steps that Osteoporosis Canada will take to facilitate the return to work and will include documented individual accommodation plans.

Performance Management, Career Development and Advancement- Osteoporosis Canada will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, or providing career development and advancement to employees.

Osteoporosis Canada is committed to developing policies that respect and promote the dignity and independence of persons with disabilities. All Osteoporosis Canada policies and procedures will be developed or updated to respect and promote full access to our services.