

POLICY Integrated Accessibility Standards Regulation	
MANUAL: Personnel	
REVIEWED BY: Director of Human Resources	ORIGINAL DATE October 2009
APPROVED BY: PAUL TAYLOR	REVISED DATE: June 2013
POLICY #: PER-AODA-01	PAGE: 1 of 4

INTEGRATED ACCESSIBILITY STANDARDS REGULATION

This policy, which has been established in compliance with Regulation 191/11, “Integrated Accessibility Standards” (Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005, aligns with Grove Park Home’s commitment to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements in accordance with the Accessibility for Ontarians with Disabilities Act.

Accessibility Plan

Grove Park Home will develop, maintain and document an Accessibility Plan outlining the organization’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. Persons served, personnel and other stakeholders will assist in the identification of barriers through various forms of feedback including, the admission process, hiring process, surveys and other formats of feedback formally and/or informally.

The Accessibility Plan will be reviewed annually to identify progress made and any areas needing improvement. The Plan will be updated at least once every five years, and posted on the organization’s website. Upon request, Grove Park Home will provide a copy of the Accessibility Plan in an accessible format.

The Accessibility Plan will include the identification of barriers, actions to be taken and timelines in the following areas:

- Architecture
- Environment
- Attitudes
- Finances
- Employment
- Communication
- Technology
- Transportation (when applicable)
- Community Integration (when appropriate)

Any other barriers identified by the

- Persons served
- Personnel
- Other stakeholders

Policy Title:	Integrated Accessibility Standards Regulation	PAGE:	2 OF 4
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Training

Grove Park Home will provide training to employees, volunteers and other stakeholders as required on Ontario's accessibility laws on the Human Rights Code as it relates to people with disabilities. Training will be appropriate to the duties of the employees, volunteers and other stakeholders. Training will also be provided when any changes are made to Grove Park Home's accessibility policies.

Information and Communications Standards

- **Feedback**

Grove Park Home will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats upon request.

- **Accessible Emergency Information**

Grove Park Home is committed to providing Residents and visitors with publicly available emergency information in an accessible way upon request. This may include; maps of the Home with marked exits and/or walk through of the building showing the exit areas and how to reach them.

- **Accessible Formats and Communication Supports**

Grove Park Home shall provide or arrange for accessible formats and communication supports for persons with disabilities with the following guidelines:

- Upon request in a timely manner that takes into account the persons' accessibility needs
- At a cost that is no more than the regular cost charged to other persons;
- Notify the public about the availability of accessible formats and communication supports.
- In the event Grove Park Home determines that it is not technically feasible to convert the information or communications, or the technology to convert the information or communications is not readily available, Grove Park Home will provide the person that requires the information with an explanation as to why the information or communications are unconvertible; and a summary of the unconvertible information or communications.

Grove Park Home will comply with the standards set out by the Integrated Accessibility Standards Regulation with any update or new design of the Homes website to be WCAG 2.0, Level A and increasing to level AA, except where it is not practical.

Policy Title:	Integrated Accessibility Standards Regulation	PAGE:	3 OF 4
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Employment Standards

- **Recruitment, Assessment or Selection Process**

Grove Park Home is committed to equal consideration of candidates based upon the physical demands required to be met for each position during the recruitment, interviewing and selection process. Job postings will define the availability of accommodations for persons with disabilities in its application process.

Individuals selected to participate in interviews will be notified of the availability of accommodations, upon request. In cases where accommodations due to disability are requested, Grove Park Home shall consult with the individual and provide or arrange for suitable accommodations in a manner that takes into account the applicants disability needs except when it is not practicable to do so. Accommodations will be provided with respect to the material or processes used in recruitment.

- **Employee Notification**

Grove Park Home will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as is practicable after commencing employment.

- **Accessible Formats and Communication Supports for Employees**

Upon the request of an employee with a disability, Grove Park Home will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, Grove Park Home will consult with the employee making the request.

- **Workplace Emergency Response Information**

Grove Park Home will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if Grove Park Home is aware of the need for accommodation due to the employee's disability. Grove Park Home will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, Grove Park Home will, with the consent of the employee, provide the workplace emergency response information to the person designated by Grove Park Home to provide assistance to the employee.

Grove Park Home will review the individualized workplace emergency response information when the employee moves to a different location in the organization and/or when the employee's overall accommodations needs or plans have changed.

Policy Title:	Integrated Accessibility Standards Regulation	PAGE:	4 OF 4
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- **Documented Individual Accommodation Plans**

Grove Park Home maintains a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required) and will identify any other accommodation that is to be provided.

- **Return to Work Process**

Grove Park Home will have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such processes shall be documented and must outline the steps that Grove Park Home will take to facilitate the return to work and include an individual accommodation plan.

The AODA return to work process will not replace or override any other return to work process created by or under any other statute (i.e. the Workplace Safety Insurance ACT 1997).

- **Performance Management, Career Development and Advancement, and Redeployment**

Grove Park Home takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

Transportation Standard

Grove Park Home is not affected by the Transportation Standard; therefore no action is required by Grove Park Home at this time.

Public Spaces

Grove Park Home shall ensure that any future constructed or redeveloped public spaces shall incorporate accessibility following the existing requirements set out for January 2017.

For more Information

For more information on Grove Park Home's accessibility policy or plan, please contact Human Resources: Phone: 705-726-1003 ext 7521 E-mail: sbriggs@grovesparkhome.on.ca

Accessible formats of this document are available upon request.