

Integrated Accessibility Standards Policy and Procedure

Statement of Commitment

The Integrated Accessibility Standard (“IAS”) was adopted as a regulation under the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”). The IAS and AODA aligns with Childventures commitment to treat all employees in a manner that respects their dignity and independence. Childventures is also committed to meeting the needs of persons with a disability in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements in accordance with AODA. This policy will be implemented in accordance with the time frames specified by the IAS Regulation, and will apply to all childcare operations of Childventures.

General Provisions

Accessibility Plan

Childventures 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.

The Accessibility Plan will be reviewed and updated at least once every three years and will be posted on Childventures external websites. Upon request, Childventures will provide a copy of the Accessibility Plan in an accessible format.

Training Employees, Management and Volunteers

Childventures provides training on the requirements of the accessibility standards and the Human Rights Code, consistent with the requirements outlined in the IAS regulation. Training will be provided to the following individuals:

- All of Childventures employees and volunteers;
- All persons who participate in developing and implementing Childventures policies; and
- All other persons who provide goods, services or facilities on behalf of Childventures if applicable
- The training given will be appropriate to the duties of the employees, volunteers and management. Training will also be provided when any changes are made to Childventures accessibility policies. Childventures will keep a record of the training it provides.

Information and Communication Standards

Feedback

Childventures will 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 and communications upon request.

Accessible Formats and Communication Support

Upon request, Childventures will provide or arrange for the provision of accessible formats and communication supports for persons with a disability in a timely manner, taking into account the specific accessibility needs of the person with a disability. Childventures will consult with the person making the request to determine the suitability of an accessible format or communication support.

Childventures will also notify the public about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

Childventures will ensure that its Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) – Level AA except where impracticable.

Employment Standards

Recruitment

Effective January 1, 2017, Childventures will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

Recruitment, Assessment or Selection Process

Effective January 1, 2017, Childventures will notify job applicants when they are selected to participate further in an assessment or selection process that accommodations are available upon request.

If a selected applicant requests an accommodation, Childventures 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.

Notice to Successful Applicants

Effective January 1, 2017, when making offers of employment, Childventures will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Support

Childventures will inform its employees of its policies (and any amendments or updates to these policies) used to support persons with a disability, 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

Effective January 1, 2017, on request of the employee with a disability, Childventures 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, Childventures will consult with the employee making the request.

Workplace Emergency Response Information

Childventures 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 Childventures is aware of the need for accommodation due to the employee's disability. Childventures will provide this information as soon as is practicable after becoming aware of the need for accommodation.

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

Childventures will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodation needs or plans are reviewed.

Documented Individual Accommodation Plans – Required for large employers

Effective January 1, 2016, Childventures will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

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

In addition, the Individual Accommodation Plan will include individual workplace emergency response information and will identify any other accommodations that are to be provided.

Return to Work Process –Required for large employers

Effective January 1, 2016 Childventures will 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 Childventures will take to facilitate the return to work and will include documented individual accommodation plans as part of the return to work process.

This return to work process will not replace or override any other return to work process created by or under any other statute, including but not limited to the *Workplace Safety and Insurance Act*.

Performance Management, Career Development and Advancement and Redeployment

Effective January 1, 2017, Childventures will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management and advancement to employees, or when redeploying employees.

Questions about Policy

If anyone has any questions regarding this policy, or would like to obtain a copy of this document in an alternative format