



Accessible Employment Policy

AODA- Integrated Accessibility Standards Regulations (IASR)

Purpose

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* 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 persons with disabilities.

All employment services provided by BA Folding Cartons shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

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

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

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

Redeployment – The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

General Principles

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

- A. General Requirements
- B. Recruitment, Assessment and Selection
- C. Accessible Formats and Communication Supports for Employees
- D. Workplace Emergency Response Information
- E. Performance Management and Career Development and Advancement



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- F. Redeployment
- G. Review

A. General Requirements

General requirements that apply across the Information and Communications and Employment standards, are outlined as follows.

Establishment of Accessibility Policies and Plans

BA Folding Cartons will develop, implement and maintain policies, plans and practices defining how it will achieve accessibility through these requirements.

Training Requirements

BA Folding Cartons will provide training for its employees regarding the IASR and the *Ontario Human Rights Code* as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing BA Folding Cartons' policies, and all other persons who provide goods or services on behalf of BA Folding Cartons.

Training will be provided as soon as is reasonably practicable, but no later than January 1, 2016.

Training will be provided on an ongoing basis to new employees and as changes to BA Folding Cartons' accessibility policies occur.

B. Recruitment, Assessment and Selection

BA Folding Cartons will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, BA Folding Cartons will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of BA Folding Cartons' policies and supports for accommodating people with disabilities.

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C. Accessible Formats and Communication Supports for Employees

BA Folding Cartons will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, BA Folding Cartons will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform his/her job; and
- Information that is generally available to all employees in the workplace.

BA Folding Cartons will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

D. Workplace Emergency Response Information

Where required, BA Folding Cartons will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace and it will be created in consultation with the employee.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; and/or
- BA Folding Cartons reviews general emergency response policies.

E. Performance Management and Career Development and Advancement

BA Folding Cartons will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

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F. Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

G. Review

This policy will be reviewed regularly to ensure that it is reflective of BA Folding Cartons' current practices as well as legislative requirements.

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