



<b>Policy Number:</b>	<b>Policy Name:</b>	
HR - 31	Accessible Employment (AODA)	
<b>Oversight Department:</b>	<b>Original Approval Date</b>	<b>Revision Number</b>
Human Resources	01-APR-2015	03
<b>Approved By:</b>	<b>Next Review Date</b>	<b>Revision Date</b>
Chief Executive Officer	30-NOV-2024	01-NOV-2023

**1. BACKGROUND / PURPOSE**

CMHA HPE provides accessible employment in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. This policy sets out the company’s commitment to standards for accessible employment. It does not apply to volunteers or other individuals who are not paid.

**2. SCOPE**

This policy is applicable to all employees at CMHA HPE.

**3. 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 communication.

“Redeployment”: The reassignment of an employee to another department or job in the company as an alternative to layoff when their job or department has been eliminated by the company.

See HR Appendix A: Common Human Resources Policy Definitions.

**4. POLICY STATEMENTS**

***Hiring***

Accommodations are available from the beginning of the recruitment process. Information regarding the availability of accommodations is included in all job postings. Applicants selected to participate in an assessment or the selection process are informed that accommodations are available upon request. Where an accommodation is requested, the company consults with the applicant and provides or arranges for suitable accommodation that meets their individual needs. Successful applicants are made aware of the company’s policies for accommodating employees with disabilities when an offer of employment is made.

***Accessible Workplace Information***

CMHA HPE ensures that new employees are aware of the policies and supports available for employees with disabilities as soon as reasonably possible after beginning employment and all

employees are informed of any updates to existing policies. The company has the following policies to support employees with disabilities:

- HR-08 – Accommodations in the Workplace

Upon request, the agency provides or arranges for the provision of accessible formats and communication supports for employees with disabilities regarding information needed to perform their job and other information that is generally available to all employees in the workplace. Individualized workplace emergency response information is also provided to an employee with a disability where necessary. An employee who requires workplace information in an accessible format or with communication supports should contact the Human Resources Department. CMHA HPE will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

### ***Individual Accommodations***

CMHA HPE creates and documents individual accommodation plans for employees with disabilities upon request. An employee with a disability who requires an individual accommodation plan should inform their direct supervisor or the Human Resources Department. These plans include:

- Information regarding accessible formats and communication supports, where requested;
- Individualized workplace emergency response information, where necessary; and
- Details of any other accommodation provided.

Where an employee is absent from work due to a disability and requires accommodations to return to work, the agency will develop and document individual return-to-work processes.

### ***Performance Management and Career Development***

The accessibility needs of employees with disabilities are considered in all aspects of the employment relationship, including during performance management processes, career development or advancement opportunities, and in the event of redeployment. Individual accommodation plans are consulted, where they exist, as part of these processes.

## **5. REFERENCE**

---

### ***Related Tools, Forms, and Guidelines***

- Accommodation Plan Template

### ***Related Policies***

- HR-08 – Accommodations in the Workplace

### ***References / Citations***

- Accessibility for Ontarians with Disabilities Act

### ***Questions***

Contact: Human Resources