



# Accessibility and Accommodation Policy

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## Accessibility and Accommodation Practices

*This document was created and designed to meet the requirements of the Integrated Accessibility Standards Regulation (IASR) under the Accessibility for Ontarians with Disabilities Act, 2005.*

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## Statement of Commitment

Advanis is committed to the continued practice of providing equal access and participation for persons with disabilities, respectfully and with consideration of their dignity and independence. We are committed to meeting the needs of persons with disabilities in a timely manner by ensuring the removal of barriers to accessibility in the workplace guided by the requirements under Ontario's accessibility laws.

Advanis ensures that all employees, current and potential, are informed about their rights and responsibilities regarding the creation and maintenance of an accessible work environment for persons with disabilities.

## Accessibility Plan

In our efforts to achieve the goal of accessibility for all people, Advanis has developed a Multi-Year Accessibility Plan which outlines our current and future actions for accessibility and details our strategy for continuing to improve accessibility to meet IASR standards.

This Multi-Year Accessibility Plan will be reviewed and updated at least once every five years. This accessibility plan can be provided in an accessible format upon request.

## Training

Training of staff and volunteers will be conducted in a timely manner guided by the requirements and standards as set out in the IASR. We are committed to the training of all staff and volunteers in Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities. Records of training will be maintained.

We train our employees and volunteers on accessibility as it relates to their specific roles.

## Information and Communications

Advanis will communicate with people with disabilities in ways that remove barriers by taking their disability into consideration. When requested, we will provide information regarding our organization in accessible alternative formats and/or through the use of communication supports. We make tools available to our staff and volunteers to help facilitate and accommodate persons with disabilities.

We will also meet the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level A.

Advanis is committed to ensuring that its websites and content will conform to the WCAG 2.0 Level AA, as required by the **IASR**.

## **Employment**

### **Recruitment Process**

Advanis will notify employees, potential hires, and the public that accommodations for persons with disabilities can be made during the recruitment process.

### **Assessment and Selection Processes**

Advanis will ensure all job applicants are made aware, when they are selected to participate in the assessment and selection process that accommodations for disabilities can be made upon request. These accommodations would pertain to the materials and/or processes used during this stage in the hiring process.

In order to provide adequate accommodations, we will consult with the individual who requested accommodation and work to meet their needs accordingly.

### **Letters of Offer to Successful Applicants**

When presenting successful applicants with offers of employment, we will notify the applicant of policies regarding accommodation for employees with disabilities.

### **Current Employees and Volunteers**

Advanis will ensure that current employees and volunteers are informed on our policies regarding accommodation for people with disabilities and make it known to them that support is available. This information is delivered to employees and volunteers as it is updated.

We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also design and implement an individual customized emergency information plan to help an employee with disabilities during an emergency.

Our performance management, career development, and redeployment processes will take into account the accessibility needs of all employees.

### **Return to Work Process**

Advanis will maintain a documented return to work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. This document will clearly outline and define the steps Advanis will take to facilitate a quick and safe return to work. This document will also include accommodation plans for each individual as part of the process as necessary. Our return to work process will not replace, obstruct, or take precedence over any other return to work process created by or under any other statute.

### **Changes to Existing Policies**

Advanis will remove or modify any policy or practice that does not respect and promote the dignity and independence of people with disabilities.