

Standard for Employment Policy

Policy

Donalda Club is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in its human resources practices, processes, policies and procedures. Donalda Club is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and related services as do all prospective employees and employees. Donalda Club endeavors to have a barrier-free workplace for all by complying with all requirements of the regulation beginning in January 2016.

Any employment policy of Donalda Club that does not respect and promote the dignity and independence of applicants, prospective employees and employees with disabilities will be modified or removed.

This policy is available in an alternative format upon request.

Purpose

The purpose of this Statement of Policy and Procedure is to create a statement of commitment that provides a framework within which accessibility plans and initiatives are to be created in order to move the Club towards the goal of improved accessibility for people with disabilities, specifically with regard to the employment standard in the Integrated Regulation.

Scope

This policy applies to all applicants, prospective employees and employees, and all facilities of Donalda Club. However, it does not apply to volunteers and other non-paid employees.

Responsibility

The Human Resources Department will ensure that the provisions of this procedure are incorporated into their employment practices, including recruitment, selection, and hiring. It is the responsibility of Human Resources, along with Senior Managers and Supervisors to ensure all employees are trained under the employment standards of the Integrated Regulation.

Procedures

Recruitment, assessment and selection process

Donalda Club will ensure that in its recruitment practices the public and their employees are made aware that it will provide accommodation for applicants with disabilities in its recruitment, assessment and selection process. When Donalda Club selects job applicants for a job selection process, it will make applicants aware that, upon request, they have access to accommodation in relation to materials and processes that will be used for applicant selection and that take into account their accessibility needs due to disability. When Donalda Club makes an offer of employment, it will notify the successful applicant of its policy of accommodating employees with disabilities.

Supports for employees

Donalda Club will inform employees of its policy of supporting employees with disabilities and procedures that provide for job accommodations. Donalda Club will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

Accessible formats and communication supports

Where an employee with a disability so requests, Donalda Club will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform his or her job. Donalda Club will consult with the employee to determine the suitability of accessible formats or communication.

Workplace emergency response information

Donalda Club will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Club has been made aware of the need for accommodation due to the disability. Donalda Club will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

If an employee who receives individualized workplace emergency response information requires assistance, Donalda Club will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

Donalda Club will review individualized workplace emergency response information:

- When the employee moves to a different location in the Club
- When the employee's overall accommodations needs or plans are reviewed
- When the Club reviews its general emergency response procedures

Individual accommodation plans

Donalda Club will have a written process in place for the development of documented individual accommodation plans for employees with disabilities. Donalda Club will provide these individualized processes in accessible formats and supports.

Donalda Club's written process will address:

- How the employee requesting accommodation can participate in the development of the individual accommodation plan
- The means by which the employee is assessed on an individual basis
- How the Club can request an evaluation by an outside medical or other expert, at the Club's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved
- How the employee can request to have a workplace representative participate in the development of the accommodation plan
- The steps taken to protect the privacy of the employee's personal information
- The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done
- How the reasons for denying an individual accommodation plan will be provided to an employee if accommodation is denied
- How the Club will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to a disability

Return-to-work process

The return-to-work process required under the AODA does not replace or override any other return-to-work process created as a result of any other statutory obligations under the Workplace Safety and Insurance Act and requires Donalda Club to develop, put in place and document a return-to-work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

The process will include:

- An outline of the steps the Club will take to facilitate the return to work of employees who were absent because their disability required them to be away from work
- The use of documented individual accommodation plans as part of the process
- Accessibility awareness training for all staff involved in program or course design, delivery and instruction related to these responsibilities

Performance management process

In administering performance management processes in respect of employees with disabilities, Donalda Club will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

Career development and advancement

Where the Club provides career development and advancement to its employees, Donalda Club will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

Redeployment

Where Donalda Club has a redeployment process in place, it will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

Training for staff

Donalda Club will provide training on this policy, practices and procedures, the employment standards under the Integrated Regulation and the Human Rights Code as it pertains to the duty accommodate to all employees with disabilities. Training will be provided to all employees, contractors and volunteers.

Record keeping

Donalda Club will maintain accurate records of training delivered to staff and make these records available for inspection as may be required.

If you have questions on this policy, want to provide feedback or have a complaint, please contact the Human Resources Department:

Contact: Antoinette Steede – Human Resources Manager

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