

AODA Employment Standards Policy

Intent

Medical Associates of Port Perry is dedicated to providing accessible services and work environment for all employees and prospective employees. This policy outlines the company's compliance with Parts I and III of the Integrated Accessibility Standards Regulation (IASR) set forth under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

This policy ensures that the clinic provides services and employment practices that follow the principles of dignity, independence, integration, and equal opportunity.

Definitions

Accessible format: Includes large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

Communication support: Includes captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.

Information: Includes data, facts, and knowledge that exists in any format, including text, audio, digital, or images, and conveys meaning.

Support person: In relation to a person with a disability, another person who accompanies a person with a disability in order to help with communication, mobility, personal care, or medical needs, or with access to goods, services, or facilities.

General Principles

Establishment of Accessibility Policies and Plans

- ▶ Medical Associates of Port Perry will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.
- ▶ The company is committed to meeting the accessibility needs of persons with disabilities. This is reflected in policies which upon request will be made publicly available in an accessible format.
- ▶ The company will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format upon request and will be posted on its website.

Training Requirements

- ▶ Medical Associates of Port Perry will provide training for its employees, physicians and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities.
- ▶ Training will be provided as soon as is reasonably practicable. Training will be provided regularly to new employees and as changes to the companies' accessibility policies occur.
- ▶ Medical Associates of Port Perry will maintain records on the training completed.

Recruitment, Assessment and Selection

- ▶ Medical Associates of Port Perry will notify potential job applicants about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that this accommodation is available, upon request, for the interview process and for other candidate selection methods.
- ▶ Where accommodation is requested, the company will consult with the applicant and provide or arrange for suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Accessible Formats and Communication Supports for Employees

- ▶ Medical Associates of Port Perry will ensure that employees are aware of policies for employees with disabilities and any changes to these policies as they occur.
- ▶ The company will provide the information required to new employees as soon as practicable after they begin their employment.

If an employee with a disability requests it, the company will provide or arrange for the provision of accessible formats and communication support for the following:

- ▶ Information needed in order to perform their job; and
- ▶ Information that is generally available to all employees in the workplace.

The company will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

Workplace Emergency Response Information

Where required, Medical Associates of Port Perry will create individualized workplace emergency response plans for employees with disabilities. This information will be created in consultation with the employee and take into account the unique challenges created by the individual's disability and the physical nature of the workplace.

Individual Accommodation Plans

Medical Associates of Port Perry will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The individual accommodation should include information regarding accessible formats, communication support (upon request), individualized workplace emergency response information, and any other accommodation provided.

Return to Work

Medical Associates of Port Perry will support the return-to-work processes for employees who are absent from work due to a disability and require disability-related accommodation in order to return to work. All steps and individual accommodation plans will be documented and created in consultation with the employee.

Performance Management and Career Changes

Medical Associates of Port Perry will consider the accessibility needs, including documented individual accommodation plans, of employees with disabilities during the company's performance management process. These will also be considered in the event of redeployment, or when offering career development or advancement opportunities.