

AODA - Integrated Accessibility Standards Regulation (IASR) Employee Standards Policy

Intent

This policy is intended to meet the requirements of the Employment Standards included in the Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*. It applies to the procedures of recruitment, hiring, training, and work processes.

Universal Fabricating Inc. shall follow the principles of dignity, independence, integration and equal opportunity for its current and future employees, contractors, and vendors.

Definitions

Assistive Device – An assistive device is a technical aid, communication device, or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker, or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering, and/or reading.

Disability – The term disability as defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Ontario Human Rights Code*, refers to:

- Any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect, or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Recruitment – the process of actively seeking out, finding, and hiring candidates to fulfill a specific position or job.

Hiring – employ (someone) for wages.

Individual Accommodation Plan – written documents that list accommodations workers with disabilities need to make their job accessible.

Individual Workplace Emergency Response Plan – a written document that details all assistance a worker needs during a workplace emergency.

Guidelines

In accordance with the Employee Standards, this policy addresses the following:

- A. [Recruiting and Hiring Practices](#)
- B. [Preparing Individual Accommodation Plans](#)
- C. [Preparing Individual Workplace Emergency Response Plans](#)

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G. [Training](#)

A. The Recruitment and Hiring of Persons with Disabilities

Universal Fabricating Inc. will make every reasonable effort to ensure that its policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by:

- Ensuring that all applicants are notified about the availability of accommodations;
- Advertise on our website or on job postings that Universal Fabricating Inc. welcomes and encourages applications from people with disabilities;
- Ensuring that candidates are aware that accommodations can be made available;
- Notifying successful applicants of our workplace policies for accommodating employees with disabilities;
- Specify whom the applicant should contact if they wish to request an accommodation;
- Encourage the applicant to make any request as soon as possible to avoid undue hardship at the commencement of their work.

B. Preparing Individual Accommodation Plans

Individual Accommodation Plans

Persons with disabilities may require accommodations to effectively do their job. In such cases where an individual accommodation plan is necessary the employee can obtain a written process which shall include:

- How an employee requesting accommodation can participate in developing the plan;
- How the employee will be assessed on an individual basis;
- How an employee can request that a representative from the workplace can participate in the creation of the plan;
- How the employer can request an evaluation by an outside medical or other expert, at the employer’s expense, to assist the employer in determining if accommodation can be achieved;
- The steps taken to protect the confidentiality of the employee’s personal information;
- How and when the plan will be completed;
- How frequently the plan will be reviewed and updated and how it will be executed;
- If the accommodation plan was denied, an explanation as to why.

C. Preparing Individual Workplace Emergency Response Plans

Individual Workplace Emergency Response Plans

Persons with disabilities may require accommodations to respond to or evacuate due to an emergency. In such cases where an individual workplace emergency response plan is required, the employee can obtain a written process which shall include:

- How an employee can participate in the creation of the personalized emergency response plan;
- The selection of competent volunteers (if required) to help the worker in the event of an emergency;
- What is included in their IERP such as the floor, office number, desk location, and emergency contact information for the effected worker;
- Outline any assistance methods the worker may need, such as a volunteer, to assist with evacuation, and assistive devices for mobility issues. These will include the location of any of the assistive devices/people and instructions on how to use the equipment or device;

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- Emergency alerts and signage (visual, audio, vibration). Individuals with disabilities must be made aware of the cues in the event of an emergency;
- Information on the exit route and a description of any accessibility measures (i.e. large print, braille, lights) to assist the affected employee out of the building safely;
- Training. (Workers and volunteers need to practice training, so they are prepared in the event of an emergency.)

G. Training

Training will be provided to:

- Every person who is an employee of, or a volunteer with, the provider.
- Every person who participates in developing the provider’s policies.
- Every other person who provides goods, services, or facilities on behalf of the provider.

Training Provisions

Regardless of the format, training will cover the following:

- A review of the purpose of the *Accessibility for Ontarians with Disabilities Act, 2005*.
- A review of the requirements of the Employee Standards.
- Instructions on how to interact and communicate with people with various types of disabilities.
- Instructions on how to interact with people with disabilities who:
 - use assistive devices;
 - require the assistance of a guide dog, service dog, or other service animal; or
 - require the use of a support person (including the handling of admission fees).
- Instructions on how to use equipment or devices that are available at our premises or that we provide that may help people with disabilities.
- Instructions on what to do if a person with a disability is having difficulty accessing your services.
- Universal Fabricating Inc.'s policies, procedures, and practices pertaining to providing accessible employment to persons with disabilities.

Training Schedule

Universal Fabricating Inc. will provide training as soon as practicable. Training will be provided to new employees, volunteers, agents, and/or contractors during their orientation. Revised training will be provided in the event of changes to legislation, procedures, policies, and/or practices.

Record of Training

Universal Fabricating Inc. will keep a record of training that includes the dates training was provided and the number of employees who attended the training.

H. Notice of Availability and Format of Documents

Universal Fabricating Inc. shall notify employees that the documents related to the Employee Standards are available upon request and in a format that considers the employee’s disability. Notification will be given by posting the information in a conspicuous place owned and operated by Universal Fabricating Inc.

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Administration

If you have any questions or concerns about this policy or its related procedures, please contact:

Laura Renaud, Human Resources Generalist
 519-326-1333 ext. 243
 1956 Settrington Drive, Kingsville, ON N9Y 2E5
laura.renaud@universal-fab.com

This policy and its related procedures will be reviewed as required in the event of legislative changes, or changes to company procedures.

Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the AODA - Integrated Accessibility Standards Regulation (IASR) Employee Standards of Universal Fabricating Inc. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____
 Signature: _____
 Date: _____
 Witness: _____

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