

# **Accessibility for Ontarians with Disabilities Act**

## **Accessible Employment Standard**

### **Policies and Procedures**



**Lassing Dikken  
Consulting Engineers Ltd**

## **Accessible Employment Standard - Policy and Procedures**

### **Hiring**

#### **Policy:**

Notify employees and the public that you will accommodate the needs of people with disabilities in your hiring process.

This information is to be posted on the corporate website in areas related to hiring and recruiting. Where possible this information is to be included in job postings.

#### **Procedures:**

Sample wording for notification

“Lassing Dibben welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.”

During the hiring process, tell job applicants when they are selected for an interview that accommodation will be provided. If an applicant or successful candidate requests an accommodation, discuss their needs with them and make adjustments to support them.

## **Workplace Information**

### Policy:

The company will provide workplace information in an accessible format if an employee asks for it. This includes:

- any information employees need to perform their jobs (e.g. job descriptions and manuals)
- general information that is available to all employees at work (e.g. company memorandums about company policies and health and safety information)

### Procedures:

Management will endeavor to talk to your employees with disabilities about how they need to receive information.

If the company becomes aware that an employee may need accommodation in an emergency then that accessible emergency information will be provided to staff.

## **Talent and performance management**

### Policy:

The company will consider the needs of an employee with disabilities when it holds formal or informal performance reviews and when an employee with disabilities is promoted or moved to a new job.

### Procedures:

To accommodate this policy, the following methods may be used:

- make documents available in accessible formats (e.g., large print for people with low vision)

- provide feedback and training in a way that is accessible to them (e.g., allowing someone with a learning disability to record the conversation)
- provide the accommodations they need to successfully learn new skills or take on more responsibilities

## **Communicate accessibility policies**

### Policy:

The company will ensure that all employees are advised of any new or changes to accessibility policies.

### Procedures:

All employees will be advised regarding any changes to accessibility policy by email or memorandum as required and new employees will be advised of the policies during orientation.

Management and supervisory employees who are involved in the hiring process and the performance review process will be trained in Accessible Employment Standards - Policy and Procedures and this training will be recorded.

Policy reviewed: 20 December 2017