



STAFF POLICY and PROCEDURE OPERATIONS MANUAL

POLICY SECTION:	Human Resources	POLICY NO:	Policy 1.34
POLICY NAME:	Integrated Accessibility Standards Regulation (IASR)	EFFECTIVE DATE:	December 2017
PREVIOUS POLICY NAME		REVISION DATE(S):	July 2019
		CONTACT:	Human Resources

1.0 POLICY

This policy is to govern the provision of services with respect to the Integrated Accessibility Standards Regulation (IASR) 191/11, AODA and the Human Rights Code as it pertains to persons with disabilities.

2.0 SCOPE

This policy is directed towards all those who are employed by ONA and for all members of the public who use ONA programs and services.

3.0 POLICY DETAIL

The Ontario Nurses' Association (ONA) is committed to treating all individuals in a way that allows them to maintain their dignity and independence. The organization believes in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility in compliance with the Accessibility for Ontarians with Disabilities Act, (2005).

ONA will develop, maintain and document an Accessibility Plan outlining the organization's strategy to prevent and remove barriers from its workplace for persons with disabilities.

4.0 STANDARDS AND PROCEDURES

4.1 Training Requirements

ONA will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing ONAs policies, and all other persons who provide goods, services or facilities on behalf of ONA.

Training will be provided on an ongoing basis to new employees and as changes to ONAs accessibility policies occur.

4.2 Recruitment, Assessment and Selection

ONA will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, ONA will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of ONAs policies and supports for accommodating people with disabilities.

4.3 Accessible Formats and Communication Supports for Employees

ONA will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

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

- Information needed in order to perform his/her job, and;
- Information that is generally available to all employees in the workplace.

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

4.4 Workplace Emergency Response Information

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

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed, and/or;
- ONA reviews general emergency response policies.

4.5 Performance Management and Career Development and Advancement

ONA will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

Individual accommodation plans will be consulted, as required.

4.6 Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

Individual accommodation plans will be consulted, as required.

5.0 ADMINISTRATIVE PROCESS

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