

## **UNICAMP HR ACCESSIBILITY POLICY**

### **Statement of Commitment**

Unicamp is committed to excellence in serving campers, staff and volunteers with disabilities consistent with the Accessibility for Ontarians with Disabilities Act (AODA). Unicamp will strive to meet the accessibility needs of persons with disabilities in a timely manner.



### **Recruitment, general**

Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.

### **Recruitment, assessment or selection process**

During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

### **Notice to successful applicants**

**24.** Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.

### **Informing employees of supports**

**25.** Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.

Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.

Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. O. Reg. 191/11, s. 25 (3).

### **Accessible formats and communication supports for employees**

Where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,

information that is needed in order to perform the employee's job; and  
information that is generally available to employees in the workplace.

(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.

### **Workplace emergency response information**

Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.

If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.

Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.

Every employer shall review the individualized workplace emergency response information,

- (a) when the employee moves to a different location in the organization;

- (b) when the employee's overall accommodations needs or plans are reviewed; and
- (c) when the employer reviews its general emergency response policies.

### **Documented individual accommodation plans**

Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

The process for the development of documented individual accommodation plans shall include the following elements:

1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
2. The means by which the employee is assessed on an individual basis.
3. The manner in which 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 and, if so, how accommodation can be achieved.

4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.
5. The steps taken to protect the privacy of the employee's personal information.
6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

(3) Individual accommodation plans shall,

- (a) if requested, include any information regarding accessible formats and communications supports provided, as described in section 26;
- (b) if required, include individualized workplace emergency response information, as described in section 27; and

(c) identify any other accommodation that is to be provided.

### **Return to work process**

Every employer, other than an employer that is a small organization,

(a) shall develop and have in place 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; and

(b) shall document the process.

The return to work process shall,

(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and

(b) use documented individual accommodation plans as part of the process.

(3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.

### **Performance management**

An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees

with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.

### **Career development and advancement**

An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.

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*We notify the public about the availability of accessible formats and communication supports by  
We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements  
in accordance with Ontario's accessibility laws.  
Employment*

*We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are*

*available upon request. We consult with the applicants and provide or arrange for suitable accommodation.*

*We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.*

*We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We*

*provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation*

*that take into account an employee's accessibility needs due to a disability.*

*We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account*

*the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an*

*accessible format or communication supports specifically for:*

*a) information that is needed in order to perform the employee's job; and*

*b) information that is generally available to employees in the workplace*

*Where needed, we will also provide customized emergency information to help an employee with a disability during an*

*emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is*

*providing assistance to that employee during an emergency.*

*We will provide the information as soon as practicable after we become aware of the need for accommodation due to the*

*employee's disability.*

*We will review the individualized workplace emergency response information:*

*a) when the employee moves to a different location in the organization;*

*b) when the employee's overall accommodations needs or plans are reviewed; and*

*c) when the employer reviews its general emergency response policies.*

*We have a written process to develop individual accommodation plans for employees.*



*We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.*

*Our performance management, career development and redeployment processes take into account the accessibility needs of all employees.*

*Note: This only applies to organizations that already have these processes in place.*