



This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 set forth under the Accessibility for Ontarians with Disabilities Act, 2005, as they apply to Indeka.

### **Policy Statement and Purpose**

Indeka supports the goals of the Accessibility for Ontarians with Disabilities Act (AODA) and will establish policies, practices and procedures consistent with the accessibility standards established under the AODA, including accessible customer service, information and communication, employment, the built environment and transportation.

In doing so Indeka is committed to preventing and/or removing barriers to people with disabilities, to accommodate persons with disabilities to the point of undue hardship and to establish a process by which persons with disabilities may request accommodation.

### **Scope**

This policy applies to all employees of Indeka, including but not limited to regular, temporary, contract, students, volunteers and interns.

### **Shared Responsibility**

Each manager is responsible for ensuring the principles outlined in this Statement of policy and Procedure are adhered to throughout all business activities for which he or she is responsible.

The employee requesting an accommodation and his or her immediate manager are responsible for working together cooperatively with the goal of finding a reasonable accommodation and developing an accommodation plan.

### **Definitions**

“Disability”, as per the Ontarian Human Rights Code, means,

(a) 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;

(b) a condition of mental impairment or a developmental disability;

- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

## **Procedure**

During the recruitment process Indeka shall notify job applicants and the public about its commitment to accommodate those with disabilities, and shall advise those selected for an interview that accommodation is available upon request. If a selected applicant requests an accommodation, Indeka 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.

Successful applicants and employees shall be notified of Indeka’s policies regarding accommodating employees with disabilities as soon as practicable after their employment begins and whenever a change in policy takes place.

Employees who wish of need to raise a potential accommodation issue shall do so by submitting a request to accommodation, preferable in writing to their immediate manager. The request should:

- Describe the limitations on the employee’s ability to perform the duties of his or her position caused by the disability;
- Describe any accommodation(s) sought;
- Provide sufficient information to confirm the existence of a need for accommodation.

If an employee is under a program of medical treatment which requires the consumption of prescription drugs, including medical marijuana, or over-the-counter drugs, which are labeled or known to cause impairment, the employee is required to inform his or her supervisor about the program immediately so that the risk of impairment relative to the employee’s safe job performance can be considered.

Indeka shall ensure that the employee’s personal medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation.

Indeka shall provide individualized work place emergency response information to disabled employees who required it, and to any person designated to assist the disabled employee, with the consent of the disabled employee, and shall review the individualized workplace response information upon the following events:

- When the employee moves to a new location in the workplace;
- When the employee’s overall accommodation needs are reviewed; and
- Upon review of Indeka’s general emergency response policies.

Our staff will be trained in how to provide accessible customer service and on the requirements of our accessibility policies.

Employees who are absent from work due to their disabilities shall participate in the development of a return to work process which includes the development of an individual accommodation plan.

Employees who require and accommodation in order to return to work shall submit a request for accommodation to their immediate manager.

Accessibility needs of employees and individual accommodation plans will be taken into account when managing and employee's performance, career advancement or opportunities for redeployment.

### **Related Documentation (Procedures/Additional Policies)**

Employee Accommodation Policy  
Employee Accommodation Plan Form  
Return to Work Policy  
Harassment Policy