



Braun-Valley Associates

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INTEGRATED ACCESSIBILITY STANDARD REGULATION

EMPLOYMENT STANDARD

Make Hiring Accessible

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Information and Communications requires all organizations in the province that have at least one employee to make hiring accessible.

Braun Valley Associates will:

Let job applicants know that we will accommodate disabilities during the selection process. We will do this by:

- posting the information on our website or include it in the job postings, and/or
- call applicants directly or speak to them in person, and/or
- write them a letter or send an email.

If a job applicant requests accommodation, BVA will consult with them and make adjustments that best suit the job applicant's needs.

BVA will notify successful applicants of our policy for accommodating employees with disabilities. We will do this by:

- include the information in the offer letter or in a separate email and/or
- call applicants directly or speak to them in person

Tell Staff About Policies for Supporting Employees with Disabilities

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Information and Communications requires all organizations in the province that have at least one employee to tell their staff about their policies for supporting employees with disabilities.

BVA will let our employees know about our organization's policy for supporting employees with disabilities. We will let them know by email or memo.

BVA will tell our employees about these policies when:

- this requirement comes into effect for our organization, and
- we hire new employees.

We will also tell our employees when we change the policy.

Make Information Accessible to Employees

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Employment requires all organizations in the province that have at least one employee to make their information available to employees with disabilities.

When an employee with a disability asks for it, BVA will work with them to make workplace information accessible. This means providing the information in an accessible format or with communication supports suited to the individual needs of the employee.

Workplace information means

- information that employees need to perform their jobs, and
- general information that is available to all employees at work.

Helping Employees With Disabilities Stay Safe

As an employer, we want to keep our employees safe. Ontario's Accessibility Standard for Employment can help us do that.

An individualized emergency response information is a plan to help an employee with a disability during an emergency, or emergency information that's formatted so an employee with a disability can understand it.

If you are an employee with a disability and might need help in an emergency:

- BVA will work with your site to get you individualized emergency response information

BVA will review the emergency response information when:

- the employee changes work locations
- we review the employee's overall accommodation needs
- we review your organization's emergency response policies.

Disabilities can be temporary or permanent, and "employee" includes paid staff, but not volunteers or unpaid staff.

BVA will do the following:

1. Review our emergency information
2. Determine who needs help
3. Prepare and provide emergency information in an appropriate format
4. Follow up

Develop Accommodation Plans for Employees with Disabilities

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Employment requires many organizations in the province to make accommodation plans for employees with disabilities. For those who need it, BVA will develop individual accommodation plans for employees with disabilities in a clear and consistent way. An

'Accommodation Plan' is a formal way to record and review the things we need to do to accommodate an employee with a disability.

To develop accommodation plans in a clear and consistent way, BVA will outline what we need to develop a plan. BVA will do the following:

- involve employees in the development of their plans
- assess the accommodation needs of our employees
- protect the privacy of our employees' personal information
- tell employees why we would deny a request for an accommodation plan
- provide plans in accessible formats, and
- review and update the plans with our employees.

The Accommodation Plan will outline:

- the accommodations the worksite will provide
- how the employee will stay safe in an emergency
- accessible format and communication supports the employees needs, and
- how and when we will review and update the plan.

BVA will keep this information private.

Help Employees with Disabilities Return To Work

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Employment requires many organizations in the province to support employees who have been away from work because of a disability. This disability could be temporary, recurring or permanent. BVA will help employees return to work when the employee:

- has been absent because of a disability, and
- needs some form of disability-related accommodation to return to work.

BVA will determine whether the employee will need some form of employment-related accommodation to effectively return to work. If so, an accommodation plan may be created.

INFORMATION AND COMMUNICATION STANDARD

Making Information Accessible to the Public

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Information and Communications requires all organizations in the province that have at least one employee make information about their goods, services and facilities accessible. BVA will let the public know that we will make information accessible upon request - if a person with a disability asks for it, we will work with them to figure out how to meet their needs, as soon as possible.

BVA will do the following:

- 1. Assess our information**
- 2. Make it accessible upon request**
- 3. Provide it as soon as possible**
- 4. Let the public know**