

*Title:* AODA – Employment Policy

**Written By:** HR Manager  
**Date:** December 17, 2015

**Approved By:** Ed DeBiasio, President  
**Date:** January 14, 2016

**Current Revision:** 1  
**Last Revision Date:**  
**Last Date Reviewed:**  
**Required to be Posted:** No

## Intent

This policy is intended to meet the requirements of the [Integrated Accessibility Standards, Ontario Regulation 191/11](#) for the Employment Standard set forth under the [Accessibility for Ontarians with Disabilities Act, 2005](#). This policy applies to the provision of accessible employment services for persons with disabilities.

All employment services provided by United Lumber and Building Supplies Ltd shall follow the principles of dignity, independence, integration and equal opportunity.

## Definitions

Accessible Formats– Include but are not limited to large print, recorded audio and electronic formats and other formats usable by persons with disabilities.

Communication Supports – Include but are not limited to captioning, alternative and augmentative communication supports, plain language and other supports that facilitate effective communications.

Performance Management – Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment – The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

## General Principles

### A. General Requirements

General requirements that apply across all of the four (4) standards, Information and Communications, Employment, Transportation and Design of Public Spaces, are outlined as follows.

#### Establishment of Accessibility Policies and Plans

United Lumber and Building Supplies Ltd will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

United Lumber and Building Supplies Ltd will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.

**UNITED LUMBER AND BUILDING SUPPLIES COMPANY LIMITED**

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### Training Requirements

United Lumber and Building Supplies Ltd will provide training for its employees 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 United Lumber and Building Supplies Ltd's policies, and all other persons who provide goods, services or facilities on behalf of United Lumber and Building Supplies Ltd.

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to United Lumber and Building Supplies Ltd's accessibility policies occur.

### Records

United Lumber and Building Supplies Ltd will maintain records on the training provided, when it was provided and the number of employees that were trained.

## **B. Recruitment, Assessment and Selection**

United Lumber and Building Supplies Ltd 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, United Lumber and Building Supplies Ltd will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of United Lumber and Building Supplies Ltd's policies and supports for accommodating people with disabilities.

## **C. Accessible Formats and Communication Supports for Employees**

United Lumber and Building Supplies Ltd 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, United Lumber and Building Supplies Ltd 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.

United Lumber and Building Supplies Ltd will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

## **D. Workplace Emergency Response Information**

Where required, United Lumber and Building Supplies Ltd 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
- United Lumber and Building Supplies Ltd reviews general emergency response policies.

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**E. Documented Individual Accommodation Plans**

United Lumber and Building Supplies Ltd must also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed on an individual basis;
- The ways that an employee can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

**F. Performance Management and Career Development and Advancement**

United Lumber and Building Supplies Ltd 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.*

**G. Return to Work**

United Lumber and Building Supplies Ltd will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work.

The return to work process will outline the steps United Lumber and Building Supplies Ltd will take to facilitate the employee's return to work and shall use documented individual accommodation plans (as described in section 28 of the regulation).

**H. 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.*

**I. Review**

This policy will be reviewed regularly to ensure that it is reflective of United Lumber and Building Supplies Ltd's current practices as well as legislative requirements.