



Title:

## Accessible Employment

Number: **A 18**

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# POLICY

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## 1.0 Purpose:

We are committed to complying with the Accessibility Standard for Employment under The Accessibility for Manitobans Act. Our policies, practices and measures reflect principles of dignity, independence, integration and equal opportunity for people with disabilities.

We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

The following policy statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Employment.

This policy applies to management, human resource practitioners and other employees as assigned or required.

## 2.0 Definitions:

- 2.1 Accessibility: The ability to access and benefit from a system, service, product or environment.
- 2.2 Barrier: Anything that interacts with a person's physical, mental, intellectual, or sensory disability in a way that may hinder the person's full and effective participation in accessing employment on an equal basis. Barriers may include physical, architectural, information and communication, attitudinal, technological or perpetuated by policy or practice
- 2.3 Disability: A condition that limits a person's daily activities, including temporary or permanent physical, mental, intellectual or sensory impairments which, in interaction with various Barriers, may hinder their participation on an equal basis with others

## 3.0 Policy:

### 3.1 Pre-employment Accessibility Requirements

- 3.1.1 During recruitment, we inform potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodation.

- 3.1.2 When hiring, we inform selected applicants of our measures, policies and practices for accommodating employees with disabilities

### **3.2 Employment Accessibility Requirements**

- 3.2.1 We keep employees informed about our accommodation measures, policies and practices for employees with disabilities. We also provide updates to employees when this information changes.
- 3.2.2 We aim to meet the communication needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.
- 3.2.3 Our policy is to provide reasonable accommodations by developing and documenting individualized accommodation plans for employees with disabilities who request them.
- 3.2.4 We ensure our performance management process takes into account:
- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace
  - An employee's individualized accommodation plan
  - That the accommodations provided for an employee may not fully address a workplace barrier
- 3.2.5 When providing career development, training or opportunities for internal advancement or reassignment, we ensure the process for recruiting and selecting candidates takes into account:
- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace
  - an employee's individualized accommodation plan
  - that the workplace accommodation provided for an employee with a disability may not fully address the workplace barrier

Our practices and measures aim to ensure that workplace accommodations do not negatively affect access to career development.

- 3.2.6 Our return to work policy reflects our commitment to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability or health condition, and require reasonable accommodations to return to work.

Our return to work policy ensures reasonable accommodations for employees who are at work or absent due to a disability or health condition. We will make efforts to modify employees' duties and work schedule based on their functional

abilities. Our aim is to increase duties safely to help employees reach their full potential.

- 3.2.7 We notify all employees of steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled. We ensure workplace emergency response information is specific to each employee's needs and the physical nature of the employee's workspace.

Once we learn an employee requires assistance during a workplace emergency, we offer the employee individual workplace emergency response information as soon as possible.

- 3.2.8 We protect the privacy and confidentiality of employee's personal information and personal health information. We only collect, use, and disclose information as required for the purposes of the Accessibility Standard for Employment, unless otherwise agreed to by the employee.

We also follow the requirements of other privacy legislation, including The Freedom of Information and Protection of Privacy Act (Manitoba) and The Personal Health Information Act (Manitoba).

- 3.2.9 We provide training on how to accommodate employees with a disability to staff with the following responsibilities:
- recruiting, selecting or training employees
  - supervising, managing or coordinating the work of employees
  - promoting, redeploying or terminating employees
  - developing and implementing employment policies and practices

- 3.2.10 We keep a written record of our accessibility and training policies. Our written documents include a summary of the content of our training material and a list of dates when training is offered.

We let the public know that our policies are available upon request and we provide these in a format that is accessible for the use

#### **4.0 References:**

The Accessibility for Manitobans Act, Sample Accessible Employment Policy. Retrieved from [sample\\_accessible\\_employment\\_policy\\_bnpos.pdf \(accessibilitymb.ca\)](https://www.accessibilitymb.ca/sample_accessible_employment_policy_bnpos.pdf)