

## **Camis Employee Accessibility Policy:**

The purpose of this policy is to establish and communicate Camis' commitment and approach to employment accommodations for individuals with disabilities in the workplace.

### **Commitment:**

Camis commits to fostering an inclusive workforce that values the contributions of people with disabilities and provides for equitable treatment and accommodation to ensure barrier-free employment. Camis is committed to identifying, removing and preventing accessibility barriers such as attitudes, information availability, approach to communication, and physical environment.

**Camis team members are expected to collaboratively work to achieve a workplace that:**

- is free from discrimination.
- respects individual dignity and independence
- takes individual needs into account where a uniform response is inappropriate, to ensure there are no barriers to access or participation.
- treats individuals with disabilities equitably.
- Roles and Responsibilities
- Accessibility is a shared responsibility, and everyone has a part to play as described in the following roles and responsibilities.

## **Roles & Responsibilities**

### **Employee:**

- Have knowledge of and maintain compliance with this policy.
- Be familiar with their rights and responsibilities under this policy.
- Participate in identifying accessibility barriers.
- Provide a welcoming environment for people with disabilities, including any person with a disability using assistive devices or accompanied by a support person or service animal.

- Communicate with persons with disabilities in a manner that takes into account their disability.
- Provide information in accessible formats upon request, consulting with the requestor about their preferred format.
- Request support from supervisors, managers, directors, or HR when accommodation requests are outside their area of responsibility.
- Attend training appropriate to the duties of his or her role, necessary to identify, prevent and remove accessibility barriers.

### **Supervisors, Managers and Directors:**

(In addition to the roles and responsibilities above)

- Provide leadership in building an inclusive and accessible environment for all team members.
- Facilitate requests for accommodation from employees with disabilities in a timely manner.
- Prevent barriers by including accessibility considerations in developing policies and procedures.
- Promote understanding on how the Accessibility Policy applies to individual job responsibilities.
- Monitor and ensure that team members are held accountable for their responsibilities.
- Act on non-compliant issues within their area of responsibility
- Attend training and ensure staff receive training appropriate to the duties of their role.
- Consult with HR for assistance with accessibility issues.

### **Human Resources:**

- Ensure newly hired team members are aware of the Accessibility Policy.
- Ensure resources are procured for identifying and preventing accessibility barriers.
- Provide oversight for implementation and compliance of the Accessibility Policy.
- Promote awareness of the Accessibility Policy.
- Compliance reporting to the Province

## **Supports Available**

### **Accessible Format**

Camis will make reasonable efforts to make available information in accessible formats upon request and will consult with the person making the request to determine which format or support is required. Efforts will be made to do so in a reasonable amount of time and at no cost.

### **Accommodation Plans**

Camis will assist employees and managers develop and maintain individual accommodation plans to support employees with disabilities to set them up for success within the organization.

Camis maintains a documented return to work process for employees returning to work following an illness or injury where disability-related accommodations are required. For more information see: Employment Accommodation Policy and Return to Work Policy

Camis will ensure employees with disabilities or individual accommodation plans are provided equitable access to career development, performance management, promotions and other career opportunities.

### **Assistive Devices**

Camis will accommodate persons with disabilities to use their own assistive devices to complete assigned work.

Camis does not assume the responsibility for the payment of assistive devices. Reasonable requests for reimbursement where the assistive device is necessary to complete specific job requirements will be considered.

### **Facilities**

Camis will adhere to the Ontario Building Code, which has a section on Barrier-Free Design. These standards establish the minimum threshold for accessibility in the built environment.

## **Recruitment and Selection**

Camis will post information about the availability of accommodations for internal and external job applicants with disabilities in its recruitment process. Job applicants who are individually selected for an interview will be notified that accommodations are available on request.

Camis will consult with an applicant who requests an accommodation and, in accordance with the Ontario Human Rights Code [Opens in new window](#), and will arrange for a suitable accommodation in a timely manner that takes into account the applicant's accessibility needs due to disability. Successful applicants will be notified about Camis' policies for accommodating employees with disabilities as part of their offer of employment.

## **Service Animals**

Camis will accommodate persons with disabilities accompanied by their service animal in Camis premises.

Employees with a disability are responsible for the control of their service animal at all times. If the service animal is not kept under control, and is a safety concern to others, the service animal may be required to leave the premises.

## **Support Persons**

Where a person with a disability is accompanied by a support person, Camis will accommodate both persons together.

Camis does not assume the responsibility for the payment of services for support persons. Support persons that attend Camis facilities will be considered guests and must adhere to the Camis Facility Visitor Policy.

## **Training and Orientation**

Camis will make employees aware of the accessibility policy in place to support employees with disabilities in initial orientation and annual enrollment. Camis will communicate to employees when there are provisions in place for job accommodations that consider an employee's accessibility needs due to disability.

## **Web Content**

Camis will ensure that web content conforms to the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA, in accordance with the timelines set out in the IASR and in the Accessible Information, Communications, and Technology Guidelines.

## **Multi-Year Accessibility Plan**

Camis will establish, implement, maintain, and make public a Multi-Year Accessibility Plan outlining our approach to identifying, removing and preventing barriers to employment.

## **Other Supports**

Camis will submit a compliance report to the Province, in accordance with the schedule set out in the AODA.

The Camis HR team will be available to any team member that would like to provide feedback on how accommodations are available to people with disabilities. All feedback will be reviewed with the Camis Executive team for consideration.

## **Definitions**

**Accessible** - Refers to products, devices, information, services, facilities or public spaces that provide for independent, equitable and dignified access for people with disabilities, including but not limited to those with visual, auditory, sensory, cognitive and mobility related disabilities. The concept of accessible design ensures both “direct access” (i.e., unassisted) and “indirect access,” referring to compatibility with a person’s assistive technology.

**Accessible Formats** - Refers to formats that are usable by persons with disabilities including but not limited to: large print, recorded audio and electronic formats, and Braille.

**Accommodation** - In the context of Human Rights, accommodation means preventing and removing barriers caused by attitudinal, systemic, physical, information or communications, and technology barriers that unfairly exclude individuals or groups

protected by Ontario's Human Rights Code from having equal access to full benefits available to others. Principles of accommodation include dignity, individualization and inclusion or integration. For more information refer to Ontario's Human Rights Code [Opens in new window](#) and the City's Accommodation Policy.

**Assistive Devices** - Refers to technical aids, communication devices, or medical aids modified or customized for use to increase, maintain or improve the functional ability of a person with a disability including but not limited to wheelchairs, walkers, white canes, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks and devices for grasping. Assistive devices may accompany the customer or already be on the premises for the purpose of assisting persons with disabilities in carrying out activities or in accessing the services provided by the City.

**Barrier** - Defined by the AODA as anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

**Disability** - "Disability" is defined, per Section 2 of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 and the Ontario Human Rights Code, R.S.O. 1990, c. H.19, as follows:

*(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.*