



## **Accessibility for Ontarians with Disabilities Act (AODA)**

Integrated Accessibility Standards Regulation Policy

Statement of Commitment

Discovery Early Learning & Care is committed to welcoming and engaging all individuals in a way that allows them to maintain their dignity and independence. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

For additional information on the Accessibility for Ontarians with Disabilities Act please click on the link below: <https://www.ontario.ca/laws/statute/05a11>



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### **Training**

Discovery Early Learning & Care is committed to training employees, Board of Directors, and volunteers on Ontario's accessibility laws and on accessibility aspects of the Ontario Human Rights Code that apply to persons with disabilities. Training will be provided in a way that best suits the duties of the employees, volunteers, and Board of Directors.

### **Information and Communications**

Discovery Early Learning & Care is committed to meeting the communication needs of people with disabilities. When asked, we will provide information and communications materials in accessible formats or with communication supports. This includes publicly available information about our services and sites, as well as publically available emergency and safety information.



Discovery Early Learning & Care will consult with people with disabilities to determine their information and communication needs.

We will ensure existing feedback processes are accessible to people with disabilities upon request.



## **Employment**

Discovery Early Learning & Care is committed to fair and accessible employment practices.

We will notify the public and staff that, when requested, we will accommodate disabilities during recruitment and assessment processes and when people are hired.

If needed, we will create an individual accommodation plan and/or workplace emergency information for any employees who have a disability.

Our performance management, professional learning, and return-to-work processes will take into account the accessibility needs of employees with disabilities.

## **Design of Public Spaces**

Discovery Early Learning & Care will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Waiting and foyer areas.
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals.
- Accessible off street parking.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available via our website and through social media.

## **For More Information**

For more information on this policy, please contact our Main Site office at 705 693 5282 or via email at [admin@discoverycare.ca](mailto:admin@discoverycare.ca)



**Accessible formats of this document are available free upon request.**

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## **Accommodation Policy**

### **Intent**

Discovery Early Learning & Care is committed to providing equal treatment with respect to employment without discrimination because of a prohibited ground as described by the Ontario Human Rights Code (the Code).

Discovery Early Learning & Care has adopted this policy to ensure that our staff are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation. All employment services provided by Discovery Early Learning & Care shall follow the principles of dignity, independence, integration, and equal opportunity.

### **Guidelines**

The approach taken by Discovery Early Learning & Care in the provision of reasonable accommodation shall include:

- Personalized plans designed to meet the specific needs of individuals;
- Collaborative practices in the creation and implementation of accommodation plans through consultation of all relevant stakeholders, the person to be accommodated, and medical professionals; and
- An approach that ensures confidentiality and dignity.

### **Purpose**

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Discovery Early Learning & Care will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Code.

Discovery Early Learning & Care will work to achieve a workplace free from barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Discovery Early Learning & Care. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

### **Duty to Accommodate**

Discovery Early Learning & Care will work to ensure that individuals protected under the Code are able to work effectively by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.

Discovery Early Learning & Care will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Discovery Early Learning & Care encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue(s).

### **Accommodation**

Accommodation shall be provided for individuals where the work must be modified or adjusted to address the needs of the individual based on protected grounds of discrimination under human rights legislation.



Discovery Early Learning & Care shall provide accommodation as appropriate using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary or permanent, based on the requirements of the individual.



## **Responsibility**

The process of accommodating individuals is a shared obligation of Discovery Early Learning & Care, the employee, and any applicable unions representing employees. Management staff should be the first point of contact for employees when requesting a form of accommodation. Together, in consultation with Human Resources, and, where appropriate, healthcare practitioners and other required third parties, they will work to determine the most appropriate form(s) of accommodation to meet the needs of the individual.

## **Creating the Accommodation Plan**

Any employee requesting accommodation must make a request to their manager or immediate supervisor. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for the employee.

Discovery Early Learning & Care shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, Discovery Early Learning & Care shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.





If an Employee Cannot be Accommodated in Their Current Position

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In some cases, it will be reasonable to accommodate an individual in another position. The Human Resources department, working with appropriate Discovery Early Learning & Care officers, the employee, and the union if applicable, will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, Discovery Early Learning & Care shall ensure that the employee has the requisite qualifications and skillset necessary for success in the position, is capable of performing the tasks associated with the position, and that the employee agrees that the alternate work is acceptable.

### **Appropriate Accommodations**

Appropriate accommodations may include:

- Work station adjustments;
- Changes to organizational policies and practices;
- Technical aids;
- Human support;
- Providing materials in alternative formats;
- Building modifications;
- Counselling and referral services;
- Temporary or permanent alternative work;
- Changes to performance standards;
- Leaves of absence; and
- Changes to work uniforms.

This list is not exhaustive.

### **Job Redesign**



In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.



## **Financing the Accommodation**

Where the required accommodation necessitates an investment in materials, equipment, or increased budget for the position, requests for financing must be directed to \_\_\_\_\_ (Appropriate Authority).

## **Accommodating Job Applicants**

Any applicant to Discovery Early Learning & Care that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations. Discovery Early Learning & Care will notify employees and the public about the availability of accommodation for job applicants who have disabilities in compliance with the Accessibility for Ontarians with Disabilities Act, 2005.

Applicants will be informed that accommodations are available, upon request, for the interview process, and for other candidate selection methods. Where an accommodation is requested, Discovery Early Learning & Care will consult with the applicant and provide or arrange for suitable accommodation.

## **Undue Hardship**

Discovery Early Learning & Care shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs for the organization, or where the accommodation would create a health and safety hazard.

## **Responsive Dispute Resolution**



In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint through the Human Resources department.



## Acknowledgement and Agreement

I, \_\_\_\_\_ (Employee Name), acknowledge that I have read and understand the Accommodation Policy of Discovery Early Learning & Care. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Discovery Early Learning & Care Multi-Year Accessibility Plan Part 1: Identify your organization's strategy to meet the following requirements of the Integrated Accessibility Standards Regulation (IASR)					
AODA Standard	IASR Requirement	Due Date dd-mm-yy	Target Completion Date dd-mm-yy	Steps to take	Completion Status
<b>IASR General Requirements</b>					
	Create policies and procedures for each standards.		Dec. 29, 2014 - ongoing	<a href="https://www.aoda.ca/free-online-training/#:~:text=Accessibility%20for%20Ontarians%20with%20Disabilities,all%20disabled%20Ontarians%20by%202025.">https://www.aoda.ca/free-online-training/#:~:text=Accessibility%20for%20Ontarians%20with%20Disabilities,all%20disabled%20Ontarians%20by%202025.</a>	Completed
	Create Multi-Year Accessibility plan		ongoing		Completed
	Provide training to all employees and volunteers on their responsibilities under the IASR and the Human Rights Code that relates to accessibility.		Ongoing as hired or take on Board of Directors responsibilities		Completed
	Complete government accessibility report	31-Dec-12	completed		Completed



	Complete government accessibility report	31-Dec-14	Completed Dec. 29, 2014		Completed
	Complete government accessibility report	31-Dec-17	Completed report Dec. 28, 2017		Completed
	Update Multi-Year Accessibility Plan	1-Jan-19		Review plan on an annual basis.	Updated from Dec. 2014
	Complete government accessibility report	31-Dec-20	Oct , 2021	Reviewed plan to improve policies and directions with Leadership Team.	Completed
	Complete government accessibility report	31-Dec-23	Completed report Dec. 21, 2023	Review plan with Leadership Team and Board of Directors ongoing.	Annual review January 2024
<b>Information &amp; Communications</b>					
	Emergency and public safety information accessible to the public.	1 – Jan – 12	Ongoing	Provided in person meetings to support families and employees.	
	All new internet websites and web content must conform with requirements	1-Jan-14	1-Jan-14		Completed
	Feedback processes are accessible	1-Jan-15	Ongoing	Annual surveys to families and employees.	Completed





	Information about organization's services and facilities are accessible.	1-Jan-16	Ongoing	Website or upon request/in person	
	All internet website and website content conforms with requirements	1-Jan-21	1-Jan -21 Ongoing review	Working with OTA Marketing firm to support with accessibility to website. This is ongoing.	Compliant
Employment					
	Individual plans provided to help employees with disabilities during an emergency	1-Jan-12	Completed and ongoing as needs are identified.	Reviewed annually with employees and individually upon hire.	Completed
	Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes	1-Jan-16	Completed and ongoing	Notifications posted. Working with OTA to add specific language on job postings. Conversations at time of setting up interviews to support potential hires.	Compliant



	for people with disabilities.				
	Notify new hires and employees of policies for accommodating employees with disabilities.	1-Jan-16	Completed and ongoing	Employee hand books and policies are being updated annually.	Completed
	Individual accommodation plans for employees with disabilities.	1-Jan-16	Ongoing	During intake and annually as required. Reviewed with annual policy review.	Completed
	Have a written return to work process in place for employees who have been absent due to a disability.	1-Jan-16	Ongoing		Completed
	Needs of employees with disabilities are taken into consideration when establishing a performance review	1-Jan-16	Ongoing		Completed



	and senior leadership plans.				
Design of Public Spaces					
	Make new or redeveloped spaces accessible.	1-Jan-17	1-Jan-17	AODA will be considered when expanding services and locations/site. Considerations for outdoor play spaces to meet inclusion policies will be considered.	Ongoing
	Maintain accessible elements of public spaces.	1-Jan-17	1-Jan-17	Ongoing	
Part 2: Identify your strategy to prevent and remove additional barrier(s) in your organization.					
Barrier	Steps to take	Completion Date		Completion Status	Leader person
Indepth training	Look to supporting community agency to provide additional training to employees.	Dec – 2024		Will reach out to City of Greater Sudbury Children Services for additional supports and training.	Executive Director