



A.14.2 Integrated Accessibility Standards Policy

The purpose of this policy is to ensure that the Canadian Cancer Society, National and Ontario Division (the “Society”), complies with Ontario Regulation 191/11 Integrated Accessibility Standards (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005.

The Society is committed to identifying, eliminating and preventing barriers and increasing accessibility for persons with disabilities in the areas of information, communications and employment.

The Society is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the Accessibility for Ontarians with Disabilities Act, 2005, in meeting the accessibility needs of persons with disabilities.

Commitment

The Society is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons 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.

Accessibility plan

The Society will develop, document and maintain an accessibility plan outlining the Society’s strategy to prevent and remove barriers from our workplace and to improve opportunities for persons with disabilities.

The accessibility plan will be reviewed and updated at least once every 5 years and will be posted on cancer.ca. Upon request, we will provide a copy of the accessibility plan in an accessible format.

Training employees and volunteers

The Society will ensure that training is provided on the requirements of the accessibility standards and continue to provide training on the Human Rights Code, as it pertains to persons with disabilities, to:

- all our employees and volunteers
- all persons who participate in developing policies



- all other persons who provide goods, services or facilities on behalf of the Society

The training will be appropriate to the duties of the employees, volunteers and other persons.

Employees will be trained when changes are made to the accessibility policy, and new employees will be trained as part of their orientation.

Human Resources will keep a record of the training it provides.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

The Society will continue to ensure that our process for receiving and responding to feedback is accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request.

Accessible formats and communication supports

Upon request, the Society will provide or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

The Society will consult with the person making the request in determining the suitability of an accessible format or communication support.

The Society will also notify the public about the availability of accessible formats and communication supports.

Accessible websites and web content

The Society will ensure that our websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA, except where this is impracticable.



EMPLOYMENT STANDARDS

Recruitment

The Society will notify our employees and the public about the availability of accommodation for applicants with disabilities in our recruitment process.

Recruitment, assessment or selection process

The Society will notify job applicants, when they are individually selected to participate further in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, the Society will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to successful applicants

When making offers of employment, the Society will notify the successful applicant of our policies for accommodating employees with disabilities.

Informing employees of support available

The Society will continue to inform our employees of our policies (and any updates to policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

Accessible formats and communication supports for employees

Upon the request of an employee with a disability, the Society will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information needed to perform their job and any information that is generally available to other employees.



In determining the suitability of an accessible format or communication support, the Society will consult with the employee making the request.

Workplace emergency response information

The Society will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if the Society is aware of the need for accommodation due to the employee's disability. The Society will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the Society will, with the consent of the employee, provide the workplace emergency response information to the person designated by the Society to provide assistance to the employee.

The Society will review the individualized workplace emergency response information when the employee moves to a different location in the organization and when the employee's overall accommodation needs or plans are reviewed.

Documented individual accommodation plans

The Society will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required) and will identify any other accommodation that is to be provided.

Return-to-work process

The Society maintains a documented return-to-work process for our employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.



The return-to-work process outlines the steps the Society will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return-to-work process will not replace or override any other return-to-work process created by or under any other statute.

Performance management, career development and advancement and reassignment

The Society will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees or when reassigning employees.

Questions about this policy

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications and employment. If anyone has a question about the policy, or if the purpose of the policy is not understood, an explanation will be provided by Human Resources:

Date approved: December 18, 2013