

ACCESSIBLE EMPLOYMENT STANDARD

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Policy Statement

Autism Services Inc. is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and related services as do all prospective employees and employees. We are committed to meeting the accessibility needs of people with disabilities, in a timely manner, in its human resources practices, processes, policies and procedures and employment related services. The commitments in this policy are intended to ensure that accessibility remains a priority in ASI's decision-making process and will serve to assist in ensuring that decisions improve accessibility and do not inadvertently create barriers.

Purpose

The purpose of this Statement of Policy and Procedure is to create a policy that provides a framework within which accessibility plans and initiatives are to be created in order to move the organization towards the goal of improved accessibility for people with disabilities, specifically with regard to the employment standard in the Integrated Regulation.

Scope

This policy applies to all applicants, prospective employees, and employees of Autism Services Incorporated of Windsor and Essex County. It does not apply to volunteers and other non-paid employees.

Responsibility

It is the responsibility of the Executive to ensure that all employees follow the guidelines set out in this policy.

The Executive is responsible to ensure all employees are trained under the employment standards of the Integrated Regulation and this policy, as well as ASI's employment practices and procedures.

The Executive and other board members or staffs who have responsibility for recruiting, hiring and employee selection and/or supervise the work of employees of ASI will ensure that the provisions in this policy are implemented.

Procedures

Recruitment, assessment and selection process: ASI will ensure that in its recruitment practices the public is made aware that it will provide accommodation for applicants with disabilities in its recruitment, assessment and selection process.

Employees of ASI will be made aware that it provides accommodation for applicants with disabilities in its recruitment, assessment and selection process.

When ASI selects job applicants for a job selection process, it will make applicants aware that, upon request, they have access to accommodation in relations to materials and processes that will be used for applicant selection and that take into account their accessibility needs due to disability.

When ASI makes an offer of employment, it will notify the successful applicant of its policy of accommodating employees with disabilities.

Supports for employees: ASI will inform employees of its policy of supporting employees with disabilities and procedures that provide for job accommodations.

ASI will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

Accessible formats and communication supports: Where an employee with a disability so requests, ASI will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform his or her job.

In determining the suitability of an accessible format or communication as required, ASI will consult with the employee.

Workplace emergency response information: ASI will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the organization has been made aware of the need for accommodation due to the disability. ASI will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

If an employee who receives individualized workplace emergency response information requires assistance, ASI will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

ASI will review individualized workplace emergency response information: when the employee's overall accommodations needs or plans are reviewed and when the company reviews its general emergency response procedures.

ASI will ensure that the workplace emergency response information requirements are in place as of January 1, 2012, and reviewed every two years.

Performance Management Process: In administering performance management processes in respect of employees with disabilities, ASI will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

Training for staff: ASI will provide training on this policy, practices and procedures, the employment standards under the Integrated Regulation, and the Human Rights Code as it pertains to the duty to accommodate all employees with disabilities.

Training will be provided to: all employees and volunteers, and to those involved in the development and approvals of company policies, practices and procedures.

Modifications to this or other policies: ASI is committed to developing employment policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on applicants, prospective employees and employees with disabilities.

Any employment policy of ASI that does not respect and promote the dignity and independence of applicants, prospective employees and employees with disabilities will be modified or removed.

This policy is available in an alternative format upon request.

Record Keeping: ASI will maintain accurate records of training delivered to staff and make these records available for inspection as may be required.