

 Rainy River District Social Services Administration Board	SECTION: Human Resources
	POLICY TITLE: Accessible Formats & Communication Supports
ORIGINAL DATE: N/A	POLICY AREA: Accessibility
REVISION DATE: December 17, 2015	POLICY NO: HR-7.3
NEXT REVIEW DATE: December, 2019	APPROVED BY: Board Res. #100/15

Purpose

Under the *Accessibility for Ontarians with Disabilities Act, 2005* all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards in the areas of Employment and the Information & Communication, in accordance with *Ontario Regulation 191/11*.

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) will provide information or arrange for the provision of accessible formats and communication supports to persons with disabilities in a timely manner, upon request and in consultation with the person making the request. The RRDSSAB will notify the public of the availability of accessible formats and communication supports and provide a method for requesting them.

The RRDSSAB will ensure that employees are informed of its policies used to support employees with disabilities, such as job accommodations, accessible formats, and communication supports as soon as is practicable. The RRDSSAB will consult with the person to determine the suitability of the supports required. When communicating with a person with a disability, RRDSSAB employees do so in a manner that accommodates the person's disability.

Definitions

"accessible formats" refers to alternative to standard print, eg. electronic formats, braille, audio formats, large print, etc.

"communication supports" refers to methods used to assist communication, eg. text transcripts, reading the information aloud to the person, exchanging hand-written notes, assistive listening systems, sign language, repeating/clarifying or restating information, etc.

Procedure

1. The Accessibility Coordinator ensures that the public is notified of the availability of accessible formats and communication supports through the RRDSSAB website and other printed materials.
2. Employees will provide or arrange for accessible formats and communication supports for persons with disabilities:
 - a) upon request in a timely manner that takes into account the persons' accessibility needs due to a disability;
 - b) at a cost that is no more than the regular cost charged to other persons; and
 - c) consult with the person making the request and determine the suitability of an accessible format or communication support.
3. The Human Resources Officer will ensure employees are informed of its policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodations, accessible formats and communication supports, that take into account an employee's accessibility needs due to a disability:
 - a) As required to new employees as soon as practicable after they begin their employment; and
 - b) Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.
4. Where an employee with a disability requests it, Supervisors will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:
 - a) information that is needed in order to perform the employee's job;
 - b) information that is generally available to employees in the workplace; and
 - c) consult with the employee making the request in determining the suitability of an accessible format or communication support.
5. Should the need for a workplace accommodation be identified, an individual accommodation plan will be developed, per policy *HR-7.2: Individual Accommodation Plans*.