



# AODA Integrated Accessibility Standards Employment Standard Policy

## **Our Commitment**

Fabris Inc. strives to provide our products, services and employment opportunities in a manner that is accessible to all persons with disabilities. We are committed to offering equal opportunity to access our products, services and employment opportunities and to providing the benefits of the same services, in the same place and in a similar way to all persons with disabilities.

## **Intent**

The purpose of this Employment Standards Policy is to fulfill the requirements of the Integrated Standards, Ontario Regulation 191/11 to establish a policy for Fabris Inc. for the provision of accessible employment services to persons with disabilities.

## **Scope**

This policy shall apply to every person who deals with members of the public on behalf of Fabris Inc., whether the person is a Team Member or otherwise.

## **Definitions**

**Accessibility Coordinator** – The person appointed by Fabris Inc. to communicate and respond to inquiries regarding the AODA.

**Accessible Formats** – Included but not limited to large print, electronic formats or other formats that may be used by persons with disabilities.

**Communication Supports** - Include but not limited to alternative forms of communication, communication supports, or other supports that facilitate effective communication.

**Assistive Devices** – Any auxiliary aid such as communication aids, cognition aids, personal mobility aids and medical aids (i.e. Canes, crutches, wheel chairs or hearing aids).

**Performance Management** – Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating Team Member success.

**Disabilities** – The same definition of disability found in the Ontario Human Rights Code.

**Team Members** – Any person who deals with members of the public or other third parties on behalf of Fabris Inc., whether the person does so as an employee, agent, volunteer or otherwise.

**Persons with Disabilities** – Individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

Service Animals – Any animal individually trained to do work or perform tasks for the benefit of a person with a disability.

Support Persons – Any person whether a paid professional, volunteer, family member or friend that accompanies a person with a disability in order to help with communication, personal care or medical needs.

## **General Principles**

In accordance with the Integrated Accessibility Standards, Ontario Regulation 191/11, this policy addresses the following;

- General Requirements
- Employment Standards Overview
- Recruitment, Assessment and Selection
- Accessible Formats and Communication Supports for Team Members
- Documented Individual Accommodation Plans
- Plans and Processes
- Return to Work and Deployment

## **General Requirements**

General requirements that apply across two standards, Information and Communication and Employment are outlined as follows;

### Establishment of Accessibility Policies and Plans

Fabris Inc. has developed policies relating to how it will achieve accessibility through these requirements. Fabris Inc. has included a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. This has been achieved through documentation of Fabris Inc.'s policies and making these documents publicly available in an accessible format upon request.

Fabris Inc. has documented a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the Integrated Accessibility Standards. Fabris Inc. will post its accessibility plans on its website and provide the plan in an accessible format upon request. Fabris Inc. will review and update its accessibility plans annually.

### Training Requirements

Fabris Inc. will provide training for its relevant Team Members regarding the Integrated Accessibility Standard. Training will be provided for those individuals who are responsible for developing Fabris Inc.'s policies and for all other persons who are responsible for Employment and Recruitment practices at Fabris Inc.

## **Employment Standards Overview**

The Employment Standards regulation will expand Ontario's labour pool by ensuring people with disabilities are welcomed and supported within all workplaces. Employment standards will assist organizations with employment recruitment, provide accessible information, plans for emergencies, individual accommodation, return to work, performance management and career development and redeployment.

## **Recruitment, Assessment and Selection**

Fabris Inc. will notify Team Members and the public about the availability of accommodation for job applicants who have disabilities. Please note, applicants will have access to accommodations available, upon request, for the interview process and other candidate selection methods. Fabris Inc. will communicate with successful applicants of these policies in a manner consistent with the person's disability.

## **Accessible Formats and Communication Supports for Team Members**

If a Team Member with a disability requests it, Fabris Inc. will provide or arrange for the provision of accessible formats and communication supports for information needed in order to perform their job and information that is generally available to all Team Members in the workplace.

Fabris Inc. should consult with the Team Member making the request to determine the best way to provide the accessible format or communication support.

## **Documented Individual Accommodation Plans**

Fabris Inc. will also develop and have in place written processes for documenting individual accommodation plans for Team Members with disabilities. The process for the development of these accommodations plans include specific elements including;

- The ways in the Team Member can participate in the development of the plan;
- The means by which the Team Member is assessed on an individual basis;
- The steps taken to protect the privacy of the Team Member's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated determined and how it should be done;
- The means of providing the accommodation plan in an accessible format, based on the Team Member's accessibility needs.

## **Plans and Processes**

Any department within Fabris Inc. that uses performance management tools or provides career development and advancement to their Team Members will respect the accessibility needs of their Team Members with disabilities when developing these processes. Every department within Fabris Inc. will provide an individualized emergency response plan or information for Team Members with disabilities, if their disability makes it necessary.

## **Work Reintegration**

Fabris Inc. will develop and have work reintegration processes in place for Team Members who are absent from work due to a disability and require disability-related accommodations in order to return to work. Fabris Inc. will document these processes. The work reintegration process will include an outline of the steps Fabris Inc. will take to facilitate the Team Member's return to work and used a Work Reintegration Plan and Progress Report.

## **Feedback**

Feedback from the public provides Fabris Inc. with opportunities to learn and improve. Fabris Inc. recognizes the right of public to make a complaint, a compliment or make suggestions on ways to improve our services.

To assist Fabris Inc. in ensuring that feedback is provided in an effective and timely manner, the public is invited to provide their feedback as follows:

In writing, in person, email or telephone, addressed to:

Fabris Inc.  
Accessibility Coordinator  
1216 South Service Road,  
Stoney Creek, ON L8E 5C4  
Phone: 905.643.4111  
Fax: 905.643.3355  
Email: [hr@fabris.com](mailto:hr@fabris.com)

The Accessibility Coordinator will respond either in writing, in person, e-mail or telephone acknowledging the receipt of feedback and will set out the action to be taken in response to any complaints.

## **References Documents**

- Accessibility for Ontarians with Disabilities Act, 2005
- Integrated Accessibility Standards, Ontario Regulations 191/11
- Ministry of Community and Social Services, Making Ontario Accessible (Access ON)
- Ontario Human Rights Code, 1990