

Accessibility for Ontarians with Disabilities Act (AODA) – Integrated Accessibility Standards Regulations (IASR)

The following policy has been established by Spirit of Math to govern the provision of services with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the *Accessibility for Ontarians with Disabilities Act, 2005*.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications, and employment.

Spirit of Math 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.

Since the accessibility legislation in Ontario is more stringent than in any of the provinces that Spirit of Math operates, the following policy will apply to all Spirit of Math employees.

Commitment

Spirit of Math 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, 2005* (“AODA”).

This policy will be implemented in accordance with the time frames established by the Regulation.

Self-Service Kiosks

Spirit of Math will have consideration for accessibility when designing, procuring, or acquiring our self-serve kiosks to better serve persons with disabilities.

Training Employees and Volunteers

Spirit of Math will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- all its employees and volunteers;
- all persons who participate in developing Spirit of Math’s policies; and,
- all other persons who provide goods, services or facilities on behalf of the Company.

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 a record will be kept. New employees will be provided such training as part of their orientation.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

Spirit of Math will continue to ensure that its 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, Spirit of Math 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.

Spirit of Math will consult with the person making the request in determining the suitability of an accessible format or communication support. Spirit of Math will also notify the public about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

Spirit of Math shall ensure any new web content on its internet website conforms with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A or AA except where this is impracticable.

EMPLOYMENT STANDARDS

Recruitment, Selection Process and Notice to Successful Applicants

Spirit of Math will advise employees and the public about the availability of accommodation for applicants with disabilities as noted below:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, Spirit of Math shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that considers the applicant’s disability;
- Notify successful applicants of the policies for accommodating employees with disabilities.

Informing Employees of Supports

Spirit of Math shall continue to inform its employees of its policies used to support employees with disabilities, including but not limited to 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 and to existing employees whenever there is a change to the accessibility policies.

Accessible Formats and Communication Supports for Employees

When an employee with a disability makes a request for an accessible format or communication supports, Spirit of Math will consult with the employee to provide or arrange for:

- Information that is needed in order to perform the employee’s job;
- Information that is generally available to employees in the workplace (i.e. agendas, meeting minutes, newsletters, forms, etc.); and
- In consultation with the employee making the request, determine the suitability of an accessible format or communication support.

If the employee has an individual accommodation plan, then the accessible formats and/or communication supports that will be provided to the employee will be included in the plan.

Workplace Emergency Response Information

Spirit of Math 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 Spirit of Math is aware of the need for accommodation due to the employee’s disability;
- With the employee’s consent, to the person designated by Spirit of Math and the employee to provide assistance to the employee, if required;
- As soon as practicable after becoming aware of the need for accommodation due to the employee’s disability;
- And will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodation needs, or plans are reviewed and when Spirit of Math reviews its general emergency response policies.

Documented Individual Accommodation Plans

Spirit of Math has in place a written process for the development of documented individual accommodation plans for employees with disabilities.

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

Spirit of Math has a return-to-work process in place for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

Such process outlines the steps that Spirit of Math will take to assist the return to work and will include a documented individual accommodation plan as a 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 (i.e. the *Workplace Safety Insurance Act, 1997*).

Performance Management, Career Development and Advancement & Redeployment

Spirit of Math will consider the accessibility needs and/or individual accommodation plans of employees when:

1. Using performance management processes;
2. Providing career development and advancement information;
3. Using redeployment procedures.

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 and communications and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by the HR Department.