

ADMIN POLICY 3.8 INTEGRATED ACCESSIBILITY

Policy:

This 2014-21 accessibility plan outlines the policies and actions that The Children's Aid Society of Haldimand and Norfolk will put in place to improve opportunities for people with disabilities.

The Children's Aid Society of Haldimand and Norfolk (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 people 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.

Procedures:

Emergency Response Information and Assistance

The Society has posted its Emergency Response Protocol on its public website.

We will also provide employees and visitors with disabilities with individualized evacuation assistance when necessary. An evacuation assistance request form will be made available to the public on the Society's public website.

Training

The Society will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, foster parents, KIN caregivers, and volunteers.

The Society will take, or has taken, the following steps to ensure that all stakeholders are provided with the training needed to meet Ontario's accessible laws by the prescribed date:

- The Society will design and deliver training on the Integrated Accessibility Standards Regulation as it relates to the Ontario Human Rights Code.
- The Society will record completion to ensure agency-wide compliance.

Information and communications

The Society is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

The Society will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by the prescribed date:

- The Society will review its existing feedback process and identify methods of increasing accessibility.
- The Society will communicate to its employees that alternate formats of the feedback process will be provided upon request.

The Society will take the following steps to make sure all publicly available information is made accessible upon request by the prescribed date:

- The Society will inform employees that accessible formats and communication supports must be provided when a request is made.
- The Society will provide accessible format and communication supports upon request.
- The Society will notify the public about the availability of accessible formats and communication supports.

The Society will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level AA by the prescribed date:

- The Society will review its website to determine its compliance status.
- The Society will ensure website compliance under the AODA.

Employment

The Society is committed to fair and accessible employment practices.

The Society will take the following steps to notify the public and staff that, when requested, the Society will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- The Society will review and revise its employment web page, job postings, and email correspondence to applicants to include a statement indicating that accommodations will be provided upon request.
- The Society will ensure that correspondences to selected candidates outline that the Society will provide accommodations when a request is made
- The Society will update its information package for new employees to include information on its accommodation policies.

The Society will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

- The Society will develop a Workplace Accommodation Policy to inform employees of the supports available for those who require accommodations to perform their job.
- The Society will communicate to employees any revisions to the Workplace Accommodation Policy.
- The Society will include the Workplace Accommodation Policy in the information package for new employees.
- The Society will review its existing accommodation process.
- The Society will identify elements of AODA requirements that need to be incorporated into existing accommodation process.
- The Society will develop a template to guide the accommodation plan process.
- The Society will review its Return to Work Policy and procedures.
- The Society will revise the Return to Work Policy as necessary to incorporate AODA requirements.

The Society will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if the Society is using performance management, career development and redeployment processes:

- The Society will review its existing performance management processes and revise as necessary to incorporate AODA requirements.
- The Society will review its career development and advancement processes for possible barriers and will revise as necessary to incorporate AODA requirements.
- Review the Society's redeployment processes for possible barriers; revise as necessary to incorporate AODA requirements.

Design of Public Spaces

The Society will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor public eating areas
- Outdoor play spaces

- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible parking
- Service-related elements like service counters and waiting areas

The Society will put the following procedures in place to prevent service disruptions to its accessible parts of its public spaces.

- In the event of a service disruption, the Society will notify the public of the service disruption and alternatives available.

For more information

For more information on this accessibility plan, please contact Renee Smith, Director of Human Resources at:

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Accessible formats of this document are available free upon request.

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