

**Accessibility for Ontarians with Disabilities (AODA)
Employment Standard Policy - 2016**





1. Intent

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 91/11(IASR)* for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy was developed to reduce barriers and increase accessibility for persons with disabilities in employment.

Nordicity Group Ltd. ("Nordicity") is an Equal Opportunity Employer and takes affirmative action to employ and to advance in employment qualified women, Aboriginal peoples; persons with disabilities; and members of visible minorities.

2. Scope

This policy applies to all employees of Nordicity and anyone seeking employment with the company. Specifically, this policy covers: hiring; workplace information; talent and performance measurement; and, communication.

3. Definitions

Accessible Formats: including but not limited to large print, audio and electronic formats and other formats usable by persons with disabilities.

Communication Supports: including but not limited to captioning, alternative and augmentative communication supports and other supports that facilitate effective communications.

Conversion Ready: an electronic or digital format that facilitates conversion into an acceptable format.

Information: includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and conveys meaning.

Performance Management: activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitation employee success.

4. General Principles

As a company with fewer than 50 employees, Nordicity has developed this policy to address the following requirements in accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*. There are two sections to cover in this policy and they are as follows:

- General Requirements
 - Establishment of accessibility policies and plans
 - Procuring or acquiring goods and services, or facilities
 - Training
- Employment Standards Overview
 - Hiring
 - Workplace information
 - Talent and performance measurement

- Communicating accessibility policies

4.1 General requirements

The following section outlines general requirements that apply across two standards, *Information and Communications* and *Employment*.

4.1.1 Establishment of accessibility policies and plans

Nordicity will develop, maintain and document accessibility policies in compliance with IASR. The accessibility policy will be reviewed and updated at least once every five years, and will be posted on the company's website. Upon request, Nordicity will provide a copy of the policy in an accessible format.

4.1.2 Procuring or acquiring goods and services, or facilities

Nordicity will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impractical to do so. Nordicity will develop guidelines to determine what investments of time and resources are practical in the context of these tasks.

4.1.3 Training requirements

Nordicity has provided training for its employees on the topic of *IASR* and the *Ontario Human Rights Code*, especially the impact of this legislation and these regulations on the company's activities, ranging from human resources and internal communications, to business development and deliverables.

4.2 Employment Standards Overview

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

4.2.1 Hiring

Nordicity will notify its employees and the public about the availability of accommodations for applicants with disabilities as part of the recruitment process.

This commitment includes informing candidates during recruitment and providing assessment and selection materials in an accessible format upon request.

If a selected applicant requests an accommodation, Nordicity will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to a disability.

When making offers of employment, Nordicity will also notify the successful applicant of its policies for accommodating employees with disabilities.

4.2.2 Workplace Information



If an employee with a disability requests it, Nordicity will make every reasonable effort to provide or arrange for the provision of accessible formats and communications supports for:

- Information needed in order to perform their job; and,
- Information that is generally available to all employees in the workplace.

4.2.3 Talent and Performance Measurement

Nordicity will respect the accessibility needs of employees with disabilities when conducting performance management and providing career development and advancement. Nordicity will also provide training on the requirements of the accessibility standards to all employees.

4.2.4 Communicating Accessibility Policies

In addition to providing workplace information in accessible formats, Nordicity will also develop, adopt and document policies that support the commitments made in this policy statement. Nordicity will inform employees about these policies and provide workplace emergency response information to employees who have a disability, if their disability makes it necessary.