**AODA Employment Standard Policy**

VCA Canada (Ontario) Professional Corporation (the “Company”) 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.

This policy shall apply to every person who deals with members of the public or their agents on behalf of the Company including employees, volunteers and persons who participate in the development of policies, practices and procedures governing the provision of goods and services to members of the public or third parties.

**Definitions**

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

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

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

Kiosk:an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one or more services or products.

Redeployment:the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Support Person:in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs, or with access to goods, services or facilities.

**General Principles**

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

* General Requirements
* Employment Standard Overview
* Recruitment, Assessment and Selection
* Accessible Formats and Communication Supports for Employees
* Documented Individual Accommodation Plan
* Workplace Emergency Response Information
* Return to Work and Redeployment

**General Requirements**

The Company will develop, maintain, and, document a Multi-Year Accessibility Plan outlining the Company’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

This accessibility plan will be reviewed and updated at least once every five years, and will be posted on the company’s website. Upon request, we will provide a copy of the accessibility plan in an accessible format.

The Company will ensure that training is provided on the requirements of the accessibility standards and on the *Human Rights Code,* as it pertains to persons with disabilities, to all employees, volunteers, persons who participate in the development of Company policies and persons who provide goods, services or facilities on behalf of the Company.

This training will be provided as soon as practicable. Revised training will be provided in the event of changes to legislation, procedures and/or practices.

**Employment Standard Overview**

The accessibility standard for employment builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. It applies to employees but not volunteers or other non-paid individuals.

The accessibility requirements as they relate to employment shall be met by the Company by January 1, 2016 unless otherwise specified.

**Recruitment, Assessment and Selection**

The Company will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

We will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, the recruiter will consult with the applicant and provide, or arrange for, the provision of suitable accommodation based on the accessibility needs.

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

**Accessible Formats and Communication Supports for Employees**

Upon request, the Company will consult with the employee with a disability to provide, or arrange for, the provision of accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. The Company will consult with the employee to determine the suitability of an accessible format or communication support

The Company will continue to inform its employees of policies (and any updates to those policies) to support employees with disabilities, including 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.

**Documented Individual Accommodation Plan**

The Company will maintain a written documentation of individual accommodation plans for employees with disabilities. If requested, 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.

**Workplace Emergency Response Information**

The Company will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that individualized information is necessary, and if the Company is aware of the need for. The Company will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance in an emergency, the Company will, with the consent of the employee, provide workplace emergency response information to a person designated to provide assistance to the employee.

The Company will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee’s overall accommodations needs or plans are reviewed.

**Return to Work and Redeployment**

The Company maintains a documented return to work process 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. The return to work process outlines the steps the Company will take to facilitate the return to work and will include documented individual accommodation plans as 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.

**Exceptions to policy**

Exceptions to policy must be approved, in advance, by a Regional Operations Director. Written approval will be forwarded to the Human Resources Department for filing.

### Acknowledgement & Agreement

I acknowledge that I have read and understand the AODA *Employment Standard Policy*. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face corrective action.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_