

## **AODA Employment Standard**

Ontario Northland Transportation Commission is proud to have a diverse workforce, with a safe, inclusive and accessible work environment. The organization's policies and practices are intended to foster diversity, inclusiveness and accessibility, while ensuring that the workplace is free from discrimination and harassment.

### **Recruitment and Selection**

Ontario Northland will make every reasonable effort to accommodate selected job applicants who have disabilities. Selected applicants will be informed that these accommodations are available, upon request, for the interview process. If a selected job requests accommodation relating to their participation in the hiring process, Ontario Northland will consult with the applicant and provide or arrange for the provision of suitable accommodation that takes into account the applicant's disability-related needs. All job postings are required to have the following at the bottom of each job posting: *Ontario Northland is an equal opportunity employer. Accommodation is available for applicants with disabilities throughout the recruitment process.*

Ontario Northland will notify its employees of its policies (and any updates where there is a change to those policies) for supporting employees with disabilities, including our policies regarding the provision of job accommodations that take into account an employees accessibility needs due to disability.

### **Accessible Formats and Communication Support**

Ontario Northland will make every reasonable effort to provide or arrange for the provision of accessible formats and communication supports upon request for:

- Information required for employees to perform their job; and
- Information that is generally available to all employees in the workplace.

### **Workplace Emergency Response Information**

Ontario Northland will provide individual workplace emergency response information to employees with disabilities where the disability is such that individualized information is necessary and Ontario Northland is aware of the need for accommodation.

Ontario Northland will provide workplace emergency response information as soon as practicable after learning of the need for accommodation due to an employee's disability. Where an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, Ontario Northland will designate a person to provide assistance to the employee.

Ontario Northland will review individualized workplace emergency response information either:

- A change in medical condition and/or upon request of the employee; OR
- Annually: OR
- If a transfer should occur to a new position/department

### **Performance Management, Career Development and Advancement**

Ontario Northland will take into account the accessibility needs of employees with disabilities when conducting performance management, or providing training and development opportunities.