

# **Manitoba Accessibility Employment Policy**

## **Statement of Commitment**

The aim of the Accessible Employment Standard Regulations is to remove and/or prevent barriers in various stages of employment such as:

- Recruiting, selecting and training employees
- Supervising, managing and coordinating the work of employees
- Promoting or redeploying employees
- Developing and implementing employment policies and practices

Our accessible employment policies consistent of:

1. Accessible formats and communication support in delivering employment information.
2. Workplace emergency response communication.
3. Details on how and when Fairweather will introduce any other reasonable accommodation(s) to address a barrier.

## **Definitions**

We would like to identify the following terms under the Accessibility Standard for Employment:

1. *Reasonable Accommodation*: is an adjustment on how things are normally done in order for an employee to perform their employment responsibilities or access the benefits available to them, by virtue of their employment. It would not result in undue hardship to the employer.
2. *Accessible Format*: means communicating information in a way that works for a person disabled by a barrier, and includes large prints, recorded audios, electronic format and braille.
3. *Communication support*: Means a support used to help communicate with a person disabled by a barrier, and includes sign language, captioning, and augmentative and alternative communication support.

## **Recruitment and onboarding process**

We notify employees, job applicants, candidates, future employees and the public that accommodation can be provided during the recruitment and hiring process. We notify job applicants that accommodation is available upon request. We consult with the applicants and provide or arrange suitable accommodation, if requested. We notify successful applicants of accommodations with disabilities when making offers of employment, during the onboarding process or current employees.

We will consult with the person making the request for an accessible format or communication supports specifically for:

- a) information that is needed in order to perform the employee's job
- b) information that is generally available to employees in the workplace

The paragraph posted in our job postings is:

*"Fairweather welcomes diversity and encourages all applications including people with disabilities. In accordance with the Canadian Human Rights Code, the Accessibility for Ontarians with Disabilities Act and the Accessibility for Manitobans Act, accommodation is available on request for candidates taking part in all aspects of the selection and recruitment process. Also, we continue to embrace diversity and support an inclusive work environment."*

*Please advise Human Resources if accommodation is required".*

## **Training**

We are committed to training all staff in the accessible employee policy, other Ontario's and Manitoba's accessibility standards and aspects of the Human Rights Code that relate to persons with disabilities. We educate our employees on accessibility and how to assist and accommodate any person with disabilities, which includes:

- The purpose of the *Accessibility for Ontarians with Disabilities Act and the Accessibility for Manitobans Act*.
- Fairweather policies related to the disability and accessibility for customers, employees and candidates.
- How to interact with people with diverse types of disabilities
- How to support employees/candidates in a recruitment process with disabilities who use an assistive device or require the assistance of a service animal or companion
- The use of equipment/devices/material available on-site that may help with facilitating employees, candidates and future employees to perform their work and present equal opportunity in the recruitment process for people with disabilities.
- How customers, employees and/or candidates can provide feedback regarding accessibility

Fairweather provides training manual on how to accommodate employees with a disability.

### **Return To Work**

Fairweather is committed to ensuring reasonable accommodation for employees who have been absent from work due to a disability or a health condition; modified work and changes to the work schedule may be offered.

In addition to our internal policies on modified work and return to work we collaborate with the Workers Compensation Board to determine, based on the functional ability form, the capability of the employee to return to work if the health condition is a work-related injury/illness.

### **Individualized Accommodation Plan**

Upon request, Fairweather provides reasonable accommodation to support employees with disabilities and/or health conditions. Once an employee requests a manager or to the HR department for an individualized accommodation plan, we act by assessing the employee's request for accommodation.

The individualized accommodation plan can be requested by:

- Approaching a superior such as a manager, a supervisor, a district manager, etc.
- A written request sent to head office.
- An email/letter sent or call to the HR department.
- A third party such as doctors, professional practitioners, health professionals.
- Filling in a form (Annex I) and submitting it to head office/HR or handing it in, in person to a manager.

A copy of the form will be available by requesting a copy to head office via email to [payroll@incgroup.ca](mailto:payroll@incgroup.ca) or phone at 416-785-1771.

The individualized accommodation plan includes:

- Accessible formats and communication support, if requested.
- Workplace emergency response information, if requested.
- Details of how and when any other accommodation will be provided.
- When the plan will be reviewed.

Employees role in the individualized accommodation plan:

- Provide relevant information to assist in the assessment of the accommodation request.
- Comply with their accommodation plan.

- Provide feedback to the employer.
- Participate, cooperate and communicate any modifications to the employer.
- Communicate to the employer if the accommodation is no longer needed.

Reasons for denying an individualized request:

- The employee is able and capable of performing most of the job duties and responsibilities without accommodation.
- The health professional(s)/specialist(s) does not support the employee's self-assessed requirements for workplace accommodation.
- The employee does not provide proper documentation (e.g. doctor's notes, health professional(s) recommendations, etc.) to support his/her self-assessed requirements for accommodation.
- The company's research shows that the accommodation request would cause undue hardship such as: cost of accommodation, resources and space required, significant impact in the company's operation.

All individualized plans will be periodically reviewed depending on the accommodation and the circumstances, it could be every month, 3 months, 6 months or yearly. Fairweather will review the plan closely with the employee and health professionals. Fairweather is committed to providing reasonable accommodation and providing alternatives that don't cause undue hardship.

### **Workplace Emergency Response**

To ensure safety for all staff including employees with disabilities and/or under any permanent or temporary accommodation, Fairweather provides under request or when needed an individualized emergency plan. This can be done by requesting an Employee Emergency Information Form (Annex II) from a manager, supervisor or the HR department.

The purpose of this is to provide support to employees that are disabled to proceed with an emergency response in the workplace. The emergency response is specific to each individual and the nature of the barrier or the disability.

In addition, if an employee needs, requires or requests assistance from another employee during an emergency, we would obtain consent from the employee who requested the assistance. With the employee's consent, we will share workplace emergency information to a designated person who will be providing assistance to that employee during an emergency.

We take into consideration the following factors when reviewing a workplace emergency response:

- The employee is moved to a different workplace

- Workspace is modified
- Changes in the general emergency response plan that would affect or impact on the staff that have requested an employee emergency response plan.

### **Information and Communication**

We communicate with people with disabilities in ways that take into account their disability. Upon request we will work with people with disabilities to assist with whatever method of communication works best for them. When asked, we will provide information, in accessible formats or with communication supports; in a timely manner, taking into account the person's accessibility needs and we have a process for receiving and responding to feedback which is accessible to persons with disabilities upon request.

We allow our employees and anyone participating in the selection process to provide feedback or to request accommodation regarding accessibility for people with disabilities, which will help to identify and ultimately to avoid barriers. We can be contacted by the following means:

- Speaking directly to a store manager
- Calling directly to a store or to the head office (416-785-1771)
- Emailing to [payroll@incgroup.ca](mailto:payroll@incgroup.ca)

All feedback will be reviewed and forwarded to the appropriate individual. All actions Fairweather takes because of this feedback will be documented. If you would like to be contacted to learn about any actions that resulted due to your feedback, please include your name and contact information. We will do our best to respond to you as promptly as possible.

### **Information and Privacy**

Fairweather is committed to protect in the best way possible the integrity, privacy and personal/health information of employees by handling all information through the process in a discreet and confidential manner and storing all information in a secure place. All documents collected are with the sole purpose of supporting accommodation requests.

On request we will provide this document and any forms in an accessible format or with communication support. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and at no additional cost.

This document is publicly available.

## **Annex I. Individual Accommodation Plan Form**

### **General Information**

Employee's name:

Employee's position/department:

Manager:

<b>Workplace Barriers</b>	<b>Job-related tasks/activities affected by barriers</b>	<b>Is this an essential job requirement?</b>

### **Sources or documentation of professionals**

(e.g., human resources, manager, union, family doctor, specialists)

Attach all supporting documents

### **Time frames**

Accommodation measures are to be implemented from [start date] to [end date].

If no end date is expected, the next review of this accommodation plan will occur on [review date].

### **Accommodation Measure(s)**

1. Which job requirement(s) and related tasks require accommodation? (E.g., Employee persistently late for work due to medical reason)
2. What are the objectives of the accommodation. (E.g., Allow employee to arrive at work on time)
3. Which accommodation strategies/tools have been selected to aid this task/activity? (E.g., Employer offered employee a flexible work schedule so that she could arrive at work later)

### **Accessible Formats and Communication supports**

Upon request, this information will be shared with the affected employee with consideration to her communication requirements.

### **Roles and Responsibilities**

<b>Outstanding actions to implement accommodation</b>	<b>Assigned to</b>	<b>Due date</b>

### **Additional Documents and/or Comments**

(e.g. emergency plan, return to work plan, etc.)

**Employee's name & signature**  
**Date**

**Manager's name & signature**  
**Date**

**Next review date:**

## **Annex II. Employee Emergency Response Form**

### **Instructions**

Use the information collected in the Employee Emergency Information Worksheet to create individualized emergency responses for each employee with a disability. Feel free to modify the form if an employee needs different types of accommodation for different types of emergencies.

All information in this document is confidential and will only be shared with the employee's consent.

### **Employee Information**

Name: Department:  
Telephone: E-mail:

### **Emergency Contact Information**

Name:  
Telephone: E-mail:  
Relationship:

### **Work Location**

Address:  
Floor: Room name/number:

### **Emergency Alerts**

Employee will be informed of an emergency by:

- ☐ Existing alarm system
- ☐ Other (specify):
- ☐ Pager device
- ☐ Visual alarm system
- ☐ Co-worker

### **Potential Emergency Response Barriers**

Indicate the type of emergencies where you may need assistance

- ☐ Medical Assistance
- ☐ Other (specify):
- ☐ Evacuation help
- ☐ Communication Support

### **Assistance Methods**

List types of assistance (e.g., staff assistance or transfer instructions).



**Equipment Required**

List any devices required, where they are stored, and how to use them.

**Evacuation Route and Procedure**

Provide a step-by-step description, beginning from the first sign of an emergency.

**Alternative Evacuation Route****Emergency Support Staff**

The following people have been designated to help [name of employee] in an emergency.

Name: \_\_\_\_\_ Location \_\_\_\_\_

Contact information: \_\_\_\_\_

Type of assistance: \_\_\_\_\_

**Consent to Share Emergency Response Information**

I [name of employee] give consent for [name of organization] to share this individualized workplace emergency response information with the individuals listed above, who have been designated to help me in an emergency.

**Employee's name**

**Employee's signature**

**Date**

**Form completed by [manager's name]**

**Next review date**