

Policy Name: NFMC Accessibility Policy		
Effective Date: June 13, 2016	Revision Date: June 16, 2016	Approved by: NFMC Board of Directors

POLICY STATEMENT

The NFMC is committed to acting reasonably without incurring undue hardship while fulfilling the requirements set out in the *Accessibility for Ontarians with Disabilities Act, 2005* (the AODA) and creating an accessible Agency by removing barriers for people with disabilities.

RESPONSIBILITIES

Accessible Hiring

All job postings will indicate that the NFMC will accommodate the needs of people with disabilities. If an applicant or successful candidate requests an accommodation, the hiring manager will discuss the applicant’s needs and make adjustments to support them. Applicants selected for interviews will be notified that accommodation will be provided. i.e., the hearing impaired may wish to have the interview conducted by email. Additionally, the hiring manager will keep interview formats flexible so that applicants of all abilities can participate and provide the applicants a copy of the NFMC’s policy on accommodating employees with disabilities.

Accessible Workplace Information

The NFMC will provide accessible workplace information when an employee with a disability asks for it. This includes:

- Any information that an employee needs to perform their job;
- General information that is available to all employees at work – including company policies and health and safety information;
- Information about emergency procedures

To find out what you need to do, talk to the employee with the disability and ask them what would help make information accessible to them. The format chosen must meet the needs of the employee.

Accommodation Plans

The Integrated Accessibility Standards Regulation Ont. Reg 191/11 requires written documentation of a process for creating accommodation plans for employees with disabilities. At present time there are no NFMC employees who have indicated a disability requiring accommodation. In the event that such is identified, the process will entail:

- Involving the employee with face to face meetings with their immediate supervisor and manager to determine the employee's needs, and together
- Develop a timeline for participation and completion of an accommodation plan,
- Set out provisions for securing outside advice/assistance, if needed to develop the accommodation plan (at the NFMC's expense)
- Set out provisions for protecting the privacy of the employee's personal information
- Describe a process and schedule for review of performance and updating the plan
- Describe how the employee will be told if their individual accommodation plan has not been accepted, and
- How the plan will be provided in an accessible format.

It is important for the NFMC and the employee with a disability to determine and implement reasonable and appropriate accommodation measures. In the end, the final decision will rest with the NFMC.

Return to Work Provisions

This does not apply if an employee's injury or illness is covered by return to work provisions under any Ontario law.

The NFMC will follow the above described process for creating documented accommodation plans for employees who have been absent from work due to a disability and require disability-related accommodations to return to work.

Other

- The NFMC commits to providing training for staff on the requirements of this policy and the AODA.
- The NFMC will maintain its conformance with Web Content Accessibility Guidelines (WCAG) 2.0 Level A for its webpage.



Grant Goodwin, a/Chair
On behalf of the Board of Directors



Date