

## **AODA Employment Standards Policy**

The Meeting House is committed to fair and accessible employment practices. The Employment Standard of the AODA builds upon the existing requirements under the Ontario Human Rights Code in relation to how accessibility throughout the entire employment cycle is provided. The ESA requirements do not apply to volunteers and other unpaid individuals.

### **Recruitment**

The Meeting House shall take the following steps to notify employees and the public about the availability of accommodations for applicants with disabilities as follows:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process
- If a selected applicant requests an accommodation, The Meeting House shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability
- Notify successful applicants of the policies for accommodating team members with disabilities

### **Employee Notification**

The Meeting House shall inform its team members of its policies used to support its team members with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability as follows:

- As required to employees as soon as practicable after they begin their employment
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability

### **Accessible Formats and Communication Supports**

Upon request, The Meeting House will consult with an employee with a disability to provide or arrange for the provision of accessible formats and communication supports as outlined below:

- Information that is needed in order to perform the employee's job
- Information that is generally available to employees in the workplace
- Consult with the employee making the request in determining the suitability of an accessible format or communication support