

VISION NURSING & REST HOME
SARNIA, ONTARIO

MANUAL: HUMAN RESOURCES			POLICY NUMBER: 125-V-90A		
SUBJECT: Integrated Accessibility Standards			RELATED POLICY NO'S: 125-II-30, 100-I-10, 100-III-B-250 A&B, 125-V-90B&C		
DATE OF ORIGINAL: October 2015			RELATED FORM NO'S:		
REVISION DATES:		01/16	AUTHORITY:		

PREAMBLE:

The Integrated Accessibility Standards (IAS) is a regulation under the *Accessibility of Ontarians with Disabilities Act, 2005 (the "Act")*. The purpose of this regulation is to ensure accessibility for persons with disabilities in the areas of (i) information and communication, (ii) employment, (iii) Transportation and (iv) Design of Public spaces.

Purpose: The following policy identifies and documents how Vision 74 Inc. (Vision Nursing Home and Rest Home ("home")) achieves accessibility and how the organization will continue to work towards improvement accessibility for persons with disabilities. Vision 74 Inc. is committed to developing, implementing and maintaining policy aimed to meet accessibility needs of persons with disabilities in a timely manner.

The policy applies to employees, volunteers, residents, family, community partners/services and general community. It does not replace the organizations legal obligations under the *Human Rights Code R.S.O. 1990, c. H. 19*.

DEFINITIONS

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

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

Disability – means:

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- b) A condition of mental impairment or a developmental disability,
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- d) A mental disorder, or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Performance Management- activities related to assessing and improvement employee performance, productivity and effectiveness, with the goal of facilitating employee success.

Redeployment – the re-assignment of employees to other department or jobs as an alternative to layoff, when a particular job or department has been eliminated.

Self Service Kiosk – an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more products or both.

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Definitions Continued

Unconvertable Information or Communication- information or communication this is not technically feasible to convert, or if it is technically feasible to convert, the technology required to do so is not readily available.

Web Content Accessibility Guidelines (WCAG) - the international standard for making websites and web content accessible to people with a wide-range of disabilities. Compliance for organizations is required at two level of the WCAG-Level and Level AA.

POLICY

1. Responsibility for the implementation of the Accessibility Policies lies with the Leadership Team of Vision Nursing Home and Rest Home. The Human Resource Coordinator (HRC) is the primary contact for information.
2. The home has an established and implemented Accessibility plan that meets compliance requirements of the IAS (100-IIIB-250A&B). This plan is reviewed annually and updated when required.
3. The Accessibility Plan can be accessed on www.vision74.com (organizational website) and is provided in an accessible format upon request to the HRC.
4. Employees and volunteers are educated about the Accessibility plan at the time of hire or recruitment as part of their orientation to the organization. Current employees are in compliance with training (01/2015).
5. The home has ensured that self-service KIOSKs in the home are accessible (ATM, Pop and snack).
6. Where the home determines that information or a communication is unconvertible, it will explain why and provide the person making the request with a summary of the said information and communication. The Information and Communication Standards do not apply to: products and product labels; unconvertible information or communications; information that Vision does not control directly or indirectly through contractual relationship.
7. The home advises the public that accessible formats and communications supports are available in respect to feedback procedures and who they contact to make this request.
8. Upon request, the home's communications or information about what services are provided by the home are given in a format or with support to meet the needs of the individual making the request. This service is publicized.
9. The home's emergency plan and public safety information can be made available upon request in an accessible format or with appropriate communication supports as soon as practicable.
10. The shall take into consideration the availability of software or tools required to achieve web accessibility as required by the WCAG as much as is practicable with respect to www.vision74.com .
11. During the employee recruitment process, notifications will state the availability of accommodation for the applicants. The home follows employment standards to notify job applicants who are selected to participate in an assessment or selection process that accommodation is available upon request if the applicant requires accommodation due to a disability. Where the applicant requests accommodation, the home will consult with the applicant and provide or arrange for provision of suitable accommodation in a manner that takes into account the applicant's accessibility needs.

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12. Upon request the home will provide employees with a disability, information required to perform his/her job duties and other related employee information in an accessible format or with communication support (for example: job routines, job descriptions, employee education). The home reserves the right to determine what type of format or support is provided as the circumstance dictates.
13. Workplace emergency response and information related to emergency response will be provided to the disabled employee as soon as is practicable after the home becomes aware. With an employee's consent, the home may provide individualized assistance and will ensure that the employee's colleague is provided with the individualized emergency response information.
14. Where an employee has a disability, the home takes into account:
 - a) Return to work process for disability-related accommodations. Steps to facilitate return to work will use the documented individual Accommodation plan described later in this policy.
 - b) Considerations taken for performance based on the accessibility needs of the employee.
 - c) Unbiased opportunity for career development or advancement
 - d) Needs of the employee with disabilities should re-deployment be required.

DOCUMENTED INDIVIDUAL ACCOMODATION PLAN (125-V-91)

There is a written process for the development of a documented individual accommodation plan for the employee with a disability. Elements are:

- a) The manner in which an employee requesting accommodation can participate in the development of the individual plan.
- b) The means by which the employee is assessed on an individual basis.
- c) The manner in which the home can request an evaluation by an outside medical or other expert, at its's own expense, to assist in determining if accommodation can be achieved and, if so, how.
- d) Describe how the employee can request participation of a representative from the union, to either represent the employee or by appointing a representative if the employee is not present for the development of the accommodation plan.
- e) Written steps the home will take to protect the privacy of the employee's personal information.
- f) The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
- g) If individual accommodation plan is denied, how this information will be provided to the employee.
- h) The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

Where requested, an employee's individual accommodation plan will include any information regarding the provision of Accessible Formats and Communications supports.

***references: Ontario Regulation 429/07 and Accessibility for Ontarians with Disabilities Act, 2005 (reviewed Feb, 2015-no changes required)*
http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws_src_regs_r07429_e.htm

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