# Accessible Employment Action Plan

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| The following steps below will assist you in creating an accessible employment action plan for your organization. Use the online *AODA Compliance Wizard* resource to help you find out exactly what your organization must do and what timelines to follow to become compliant with the standard.  *NOTE: The links to the Wizard and all other resources listed below are provided in the Webinar Resources – Employment Standard document located in the Employment Standard Webinar Resources Folder*. | | |
| **Requirement** | | | **Points to consider for implementation** | |
| **1** | | **Make hiring accessible** | * What are your current policies, practices and procedures for hiring – e.g., job postings, conducting interviews? * What barriers currently exist for applicants? * What policies, practices and procedures can be created or revised to remove the barriers? * How will you notify employees and applicants about the availability of accommodations? When? Where? * How will you consult with applicants to identify the accommodations they might need? * How will you communicate policies for accommodation to new hires? When? Where? * What training is required? For who? What content? How will it be provided? | |
| **Resources:**   * Employment Standard Policy Guidelines *(Ministry website*) * Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (*The Conference Board of Canada website)* * Harold Jeepers video “Part 5: Recruitment and Informing Employees of Supports” *(Human Resources Professionals Association (HRPA) website)* * Employment Standard Training *(AccessForward website)* * Applicant and employee feedback | |

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| **2** | **Tell staff about policies for supporting employees with disabilities** | * Who must be informed? * What policies should be covered? * How will the policies be communicated? When? Where? |
| **Resources:**   * Employment Standard Policy Guidelines *(Ministry website)* * Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)* * Employment Standard Training *(AccessForward website*) * RESPECT Poster *(PDF Resource)* * Harold Jeepers video “Part 5: Recruitment and Informing Employees of Supports” *(HRPA website*) |
| **3** | **Make workplace information accessible to employees** | * What information must be made accessible? * How will you make it accessible? When? What format? To who? |
| **Resources:**   * Employment Standard Policy Guidelines *(Ministry website)* * Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)* * Employment Standard Training *(AccessForward website)* * Harold Jeepers video “Part 3: Accessible Formats and Communication Supports” *(Human Resources Professionals Association (HRPA) website)* * Employee feedback |

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| **4** | **Help employees with disabilities stay safe** | * How will you determine which employees require assistance to stay safe? * What barriers currently exist? * What policies, practices and procedures can be created or revised to remove the barriers? * Who will be responsible for documenting individualized emergency response information? * How will you document the information? When? What needs to be included? What format will you use? * Who will the information be shared with? * What training is required? For who? What content? How will it be provided? |
| **Resources:**   * Employment Standard Policy Guidelines *(Ministry website)* * Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (*The Conference Board of Canada website)* * Employment Standard Training *(AccessForward website)* * Harold Jeepers video “Part 4: Workplace emergency response information” *(Human Resources Professionals Association (HRPA) website*) |
| **5** | **Develop accommodation plans for employees with disabilities** | *Only applicable to organizations with 50+ employees.*   * Who will be responsible for developing the accommodation plan? * How will you develop an accommodation plan? When? What needs to be included? What format will you use? * Who will the plan be shared with? * What training is required? For who? What content? How will it be provided? |
| **Resources:**   * Employment Standard Policy Guidelines *(Ministry website)* * Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)* * Employment Standard Training *(AccessForward website*) * Harold Jeepers video “Part 1: Developing and documenting individual accommodation plans” *(Human Resources Professionals Association (HRPA) website*) * Employee feedback * External expert (e.g., medical expert) |

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| **6** | **Help employees with disabilities return to work** | *Only applicable to organizations with 50+ employees.*   * Which employees require help to return to work? * What are the steps you will take to help an employee return to work? * Who will be responsible for creating the Return to Work plan? * How long will the Return to Work plan be in place? What is the review process? * What training is required? For who? What content? How will it be provided? |
| **Resources:**   * Employment Standard Policy Guidelines *(Ministry website)* * Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)* * Employment Standard Training *(AccessForward website)* * Harold Jeepers video “Part 6: Facilitating return to work” *(Human Resources Professionals Association (HRPA) website)* * Employee feedback |
| **7** | **Make performance management, career development and job changes accessible to employees** | *Only applicable to organizations that already have these processes in place.*   * Who will be responsible for assessing employee needs and reviewing existing accommodation plans? * How and when will you consult with the employee to identify needs? * What documents need to be in an accessible format and what format is required? * How will you provide feedback and coach the employee? * What training is required? For who? What content? How will it be provided? |
| **Resources:**   * Employment Standard Policy Guidelines *(Ministry website)* * Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)* * Employment Standard Training *(AccessForward website)* * Harold Jeepers video “Part 2: Keeping Accessibility Needs and Plans In Mind” *(Human Resources Professionals Association (HRPA) website)* * Employee feedback |

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| **Requirement** | | **implementation plan** |
| **1** | **Make hiring accessible** |  |
| **2** | **Tell staff about policies for supporting employees with disabilities** |  |
| **3** | **Make workplace information accessible to employees** |  |
| **4** | **Help employees with disabilities stay safe** |  |
| **5** | **Develop accommodation plans for employees with disabilities** |  |
| **6** | **Help employees with disabilities return to work** |  |
| **7** | **Make performance management, career development and job changes accessible to employees** |  |