



# Making information accessible to employees

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Employment requires all organizations in the province that have at least one employee to make their information available to employees with disabilities. This summary will help you find out what you need to do.

## When do I need to comply?

This requirement is being phased in over time, to give smaller organizations and private businesses time to prepare.

|   |                |      |
|---|----------------|------|
| Government of Ontario                     |                | 2013 |
| Public Sector Organizations               | 50+ employees  | 2014 |
|   | 1-49 employees | 2015 |
| Private sector & non-profit organizations | 50+ employees  | 2016 |
|   | 1-49 employees | 2017 |

## What do I have to do?

When an employee with a disability asks for it, you must work with them to make workplace information accessible. This means providing the information in an accessible format or with communication supports suited to the individual needs of the employee.

### Example

Sarah's employer has a brochure on health and safety in the workplace. Sarah has a learning disability and tells her manager that sometimes she has trouble understanding complex information. So they sit down together to discuss the brochure.



## What is workplace information?

Workplace information means:

- information that employees need to perform their jobs, and
- general information that is available to all employees at work.

## How do I do it?

Talk to your employees with disabilities to learn what will help them access your information. For example, an employee with low vision may not use Braille; she may need large print or an electronic file that works with screen reader software.

Once you understand your employees' needs, you have the flexibility to decide how to make information accessible for your staff in a way that meets their needs.

### **Example**

Suzy is legally blind and uses a screen reader to read text. Her employer sends her the monthly staff newsletter in a structured Word file so she can read it.

## Want more detailed information?

[Read Making information accessible to people with disabilities.](#)

[Read our policy guidelines.](#)

The Accessibility Standard for Employment is part of the Integrated Accessibility Standards Regulation 191/11. [Read the regulation](#) to find out more.