



Tell staff about policies for supporting employees with disabilities

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Information and Communications requires all organizations in the province that have at least one employee to tell their staff about their policies for supporting 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?

You need to let your staff know about your organization's policies for supporting employees with disabilities. You have the flexibility to do this in a way that best suits your organization's culture and business practices, such as by using:

- newsletters
- emails
- memos
- your website
- bulletin boards
- staff meetings, and
- one-on-one conversations.



You need to tell your employees about these policies when:

- this requirement comes into effect for your organization, and
- you hire new employees.

You will also need to tell your employees when you change the policies.

Example

Mike manages a call centre. He:

- tells new staff about his policies for accommodating employees with disabilities during their job orientation
- posts information about the policies on a bulletin board in the staff room, and
- tells staff about any changes during their monthly meeting.

Want more detailed information?

[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.