





HCDSB strives to ensure a fully accessible environment for all persons with disabilities and will continue to build upon and improve its practices in addition to ensuring that it meets the reasonable needs of persons with disabilities in a timely manner. ~~See the attached document titled "Integrated Accessibility Standards" for more information.~~

It is the policy of the HCDSB to provide an environment in all of its facilities that will do so in a way that is independent, dignified and respectful of the individual's needs. ~~See the attached document titled "Integrated Accessibility Standards" for more information.~~

HCDSB will not discriminate on the basis of disability in its services, programs, activities, and policies in a manner which is inconsistent with the provisions of the HCDSB's *Section 93 of the Constitutional Act, 1982* and as recognized in *Section 19 of the Ontario Human Rights Code*.

### **Accessibility Plan**

HCDSB has developed, maintained and documented an Accessibility Plan outlining the HCDSB's strategy to prevent and remove barriers from its workplace and to meet its requirements under the Regulation.

On the HCDSB's website, I have requested the HCDSB's Accessibility Plan.

In addition, the HCDSB will provide status reports on the progress of its implementation of the strategy outlined in the Accessibility Plan and will post the status reports on its website. Status reports will also be made available in an accessible format upon request.

### **PROCURING OR ACQUIRING GOOD, SERVICES OR FACILITIES**

HCDSB will continue to ensure that accessibility criteria and features are incorporated into its procurement processes wherever possible and where it is not practical to do so. Where it is not practical, the procurement will be accessible by other means. HCDSB will provide an explanation upon request.

### **TRAINING EMPLOYEES AND VOLUNTEERS**

HCDSB will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and provided in the Ontario Human Rights Code as it pertains to

The training will be appropriate to the duties of the employees, volunteers and other persons. Staff will be trained when there are substantial changes are made. New staff will be trained on the requirements of the Regulation.

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bility needs due to disability. This information will be provided to the employee as soon as possible.

**e) Request for Information**

Upon the request of an employee with a disability, the HCDSB will consult with the employee to determine what information is needed to perform his/her job and information that is generally available to other employees.

The HCDSB will ensure that the information is provided in a format that is accessible to the employee.

**f) Workplace Emergency Response Information**

HCDSB will provide individualized workplace emergency response information to employees who have a disability when required. HCDSB will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, the HCDSB will provide the workplace emergency response information to the person designated by the HCDSB to provide assistance to the employee.

HCDSB will review the individualized workplace emergency response information when the employee's needs change.

HCDSB reviews its general emergency response policies.

**g) Documented Individual Accommodation Plans**

HCDSB will continue to maintain a documented individual accommodation plans for employees with disabilities.

If a request for information is the responsibility of another department, communication supports provided will also be included in individual accommodation plans.

Individual accommodation plans will include information on how to contact the HCDSB for assistance.

**h)**

HCDSB will provide information to employees who are absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process will outline the steps the HCDSB will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work processes established under the Ontario Occupational Health and Safety Act, 1997.

**i) Performance Management, Career Development and Advancement and Redeployment**

