



AODA EMPLOYMENT STANDARDS

REQUIREMENT AND RETURN TO WORK FOR PERSON'S WITH DISABILITIES

Recruitment: Pioneer Family Pools is committed to ensuring compliance with all provisions of the AODA in respect of this requirement, with the objective of making all steps of the recruitment process accessible to persons with disabilities.

Actions Planned:

Recruitment General

Pioneer Family Pools will notify employees and the public of the availability of accommodation for applicants with disabilities in the recruitment process.

This will include:

- adjustment of existing recruitment policies, procedures, and processes
- identifying that accommodation is/can be present for applicants with disabilities, on Pioneer Family Pools website and on job postings
- Recruitment, Assessment and Selection

Pioneer Family Pools will notify job applicants, when they are individually selected to participate in an assessment or selection process, which accommodations are available upon request in relation to the materials or processes to be used in the assessment/selection process.

This will include:

- processes and templates
- interviews and/or assessment
- when a selected applicant requests an accommodation, consult with the applicant and arrange for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability

Notice to Successful Applicants

When making offers of employment, Pioneer Family Pools will notify the successful applicant of its policies for accommodating employees with disabilities

This will include:

- revision of existing recruitment policies, procedures, processes and templates
 - Pioneer Family Pools policies on accommodating employees with disabilities in the offer of employment letters
- Required
- compliance date: January 1, 2016

Status: Forthcoming

Employee Supports

Pioneer Family Pools is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of informing all employees of available accessibility supports.

Actions Planned:

Not limited to, policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability

- information required to new employees as soon as practicable after they begin their employment
- on the provision of job accommodations that take into account an employee’s accessibility needs due to disability
- arrange for the provision of accessible formats and communication supports for:
 - information that is needed in order to perform the employee’s job; and
 - information that is generally available to employees in the workplace

Pioneer Family Pools will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Required compliance date: January 1, 2016

Status: Forthcoming

Documented Individual Accommodation Plans/Return to Work Process

Pioneer Family Pools is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of improving accommodation and return to work processes in the workplace.

Actions Planned:

Existing policies will be reviewed to include processes that Pioneer Family Pools will follow to accommodate an employee with a disability and to facilitate an employee's return to work after absenteeism due to disability.

Pioneer Family Pools will review and assess the existing policies to ensure that they include a process for the development of documented individual accommodation plans for employees with a disability, if such plans are required.

Pioneer Family Pools will ensure that the process for the development of documented individual accommodation plan(s) includes the following elements:

-development of an individual accommodation plan.

Pioneer Family Pools can request an evaluation by an outside medical or other expert, at Pioneer Family Pools expense, to assist Pioneer Family Pools in determining if accommodation can be achieved and, if so, how accommodation can be achieved.

As required in the Standard; Pioneer Family Pools will ensure that the return to work process as set out in its existing policies outlines the steps Pioneer Family Pools will take to facilitate the employee's return to work after a disability-related absence, outlines the development of a written individualized return to work plan for such employees, and requires the use of individual accommodation plans, as discussed above, in the return to work process.

Required compliance date: January 1, 2016

Status: Forthcoming
