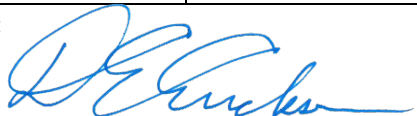
	Accessible Employment	
	Approval Date: Oct 31, 2021	Policy Identification Number: 3.06.05
Policy Owner: Human Resources	Effective Date: Nov 30, 2021	Next Scheduled Review Date: Nov 30, 2024
Approved by: CEO	Signature: 	

Definition of Policy Terms

Term	Definition
Reasonable Accommodation	A temporary or long-term adjustment to working conditions, duties, policies, rules, practices, programs, or the physical work environment to address work-related needs arising from a protected characteristic(s) identified in The Manitoba Human Rights Code, up to the point of undue hardship
Protected Characteristic	Protected characteristics under <i>The Human Rights Code</i> are ancestry; nationality; ethnic origin; religion; age; sex, including pregnancy and gender identity; gender-determined characteristics; sexual orientation; marital or family status; source of income; political belief; and physical or mental disability.
Undue Hardship	The limits of reasonable accommodation beyond which the employer does not have a duty to accommodate. Undue hardship is assessed on a case by case basis, considering various factors relating to the situation including, but not limited to, health and safety risk; disruption to collective agreements or other contract; financial costs; business efficiency; interchangeability of employees and facilities; impact on employees and service users; and workplace size.
Accessibility Coordinator	Designated staff member responsible for the coordination of accessibility initiatives, liaises with senior management, and provides consultation services to staff about consistent practice and use of resources regarding accessibility.

Purpose

Manitoba Possible is committed to providing a workplace that supports the inclusion and participation of people of all abilities, as outlined in the Accessibility Standard for Employment under The Accessibility for Manitobans Act.

Policy

- 1) Human Resources will work proactively to improve the accessibility of job competitions across the organization. This includes, but is not limited to, reviewing vacant positions to ensure employment opportunities emphasize inclusion and accessibility from the start.
- 2) Human Resources will inform potential applicants that accommodations are available during the selection process and respond to requests for accommodations.
- 3) When hiring, Human Resources will inform selected applicants of the measures, policies and practices for accommodating employees.
- 4) Human Resources will inform employees of the accommodation measures, policies and practices for employees, and provide updates when this information changes.
- 5) Human Resources and Direct Supervisors will meet the communication needs of its employees by providing workplace information and communications in ways that are accessible, with alternative formats and support in translation made available upon request.
- 6) Human Resources and Direct Supervisors will provide Reasonable Accommodations as per its Duty to Accommodate policy (3.01.15).
- 7) Human Resources and Direct Supervisors will ensure that its performance management, career development, training, internal advancement and reassignment processes take into consideration workplace barriers which may affect performance as well as an employee's individualized accommodation plan.
- 8) Human Resources will work with employees who are, or have been, absent from work due to a disability or health condition as per Manitoba Possible's Return to Work policy (3.02.02).
- 9) Human Resources will work with employees to ensure there is an individualized emergency plan in place for those who may require assistance in case of an emergency. Employees will work collaboratively with Human Resources and their Direct Supervisor to complete a plan utilizing Manitoba Possible's Employee Emergency Response Information Form (3.06.05-i).
- 10) Human Resources and Direct Supervisors will protect the privacy and confidentiality of employee's personal information and personal health information in all matters related to the Accessibility for Manitobans Act policy.
- 11) Human Resources will provide training on The Human Rights Code, The Accessibility for Manitobans Act, and the Accessible Employment Standard Regulation to all employees tasked with recruiting, selecting, training, managing, supervising, coordinating, promoting, redeploying and/or terminating other employees, as well as those responsible for the development and implementation of employment policies and practices.
- 12) Manitoba Possible will keep a written record of its accessibility and training policies, and inform the public that these policies are available upon request and can be provided in a format which is accessible for the user.

Procedure

1.0 Pre-Employment Accessibility

- 1.1 Statements will be included on all job postings that Reasonable Accommodations are available to applicants, and applicants will be asked on how to best accommodate their needs.

- 1.2 When making interview arrangements in writing or verbally, applicants will be informed that Reasonable Accommodations are available during the assessment and selection processes.
- 1.3 When an applicant has made a request for an accommodation during the selection process, human resources will:
 - a) Consult with the applicant to determine the appropriate accommodation; and
 - b) Put the appropriate accommodation in place during the assessment or selection process.

2.0 Information about Workplace Accommodations

- 2.1 Information regarding workplace accommodations will be provided to new employees in their letter of offer.
- 2.2 Human Resources will send a memo on an annual basis to remind all employees of Manitoba Possible's accessible workplace policies, highlight any changes which have occurred in the last year and encourage individuals who require accommodations or an emergency response plan to contact their Direct Supervisor.
- 2.3 Information regarding workplace accommodations, including accommodations measures, policies and practices for employees, will be available on the ADP landing page and public drive.

3.0 Career Development, Training, Internal Advancement and Reassignment

- 3.1 Recruitment and selection of candidates will be based on objective criteria, such as current training, job experience, skills and lived experience.
- 3.2 If a candidate has an individualized accommodation plan, Manitoba Possible will ensure it is adequate in addressing any barriers presented by the new opportunity or modify the plan accordingly.
- 3.3 Training programs and methods for career development will be accessible to all employees, and if a barrier is identified, Manitoba Possible will attempt to remove or reduce it.

4.0 Employee Emergency Response Process

- 4.1 A memo will be sent by Human Resources on an annual basis to remind employees of the office or building's emergency plan.
- 4.2 Employees who may require assistance during emergency situations will be asked to complete the Employee Emergency Worksheet Form (3.06.05-ii). They will then work collaboratively with Human Resources and their Direct Supervisor to develop an individualized emergency plan utilizing the Employee Emergency Response Information Form (3.06.05-i).
- 4.3 With written permission from the employee, persons who are directly responsible for carrying out the steps of the individualized emergency plan (i.e. employees who have been assigned specific tasks and the fire marshal) will be informed of the plan and provided details only so far as they relate to the actions required of them.
- 4.4 Direct Supervisors of employees with workplace emergency response plans must initiate a review of the plan each time the employee is moved to a different workplace or the employee's workspace is modified. Additionally, Human Resources will initiate a review of an employee's response plan when changes have been made to the agency's general emergency response plans which would affect the employee's response to an emergency in the workplace.

4.5 Conversations regarding general accessibility and workplace barriers will occur on a regular basis during Workplace Safety and Health meetings.

5.0 Providing Training

5.1 Training regarding how to accommodate employees will be provided no later than one month after hiring of staff with the following responsibilities:

- a) Recruiting, selecting or training employees
- b) Supervising, managing or coordinating the work of employees
- c) Promoting, redeploying or terminating employees
- d) Developing and implementing employment policies and practices.

The content of this training will include:

- a) How to make employment opportunities accessible to people with disabilities
- b) How to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal.
- c) An overview of The Accessibility for Manitobans Act and associated standards, The Human Rights Code (Manitoba), and the Accessible Employment Standard.
- d) Our organization's accessible employment policies, practices and measures, including updates or changes

5.2 Human Resources will ensure that refresher training is provided on a yearly basis in connection with changes to Manitoba Possible's measures, policies and practices respecting accessible employment.

5.3 Human Resources will keep record of the training provided, including a summary of the content of the training, the date of the training, and the names of who attended.

6.0 Keeping a Written Record of Accessibility and Training Policies

Manitoba Possible will inform the public of its accessibility and training policies via the agency website. Manitoba Possible will provide this policy, or the information contained in the policy, as needed, if requested by a person disabled by a barrier in an alternate format by contacting the Accessibility Coordinator.

Related Policies and Document

This policy is related to and/or contains references to the following policies, documents, external legislation and governing documents:

ID #	Policy/Document Title
3.01.14	Progressive Discipline policy
3.02.02	Return to Work policy
3.01.15	Duty to Accommodate policy
	Manitoba Government Accessibility Plan: 2021 and 2022
	The Freedom of Information and Protection of Privacy Act
	The Personal Health Information Act
	Accessibility for Manitobans Act
	The Human Rights Code
	Accessible Employment Standard Regulation
3.06.05-i	Employee Emergency Response Information Form

3.06.05-ii	Employee Emergency Worksheet Form
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Policy Development

This policy was developed by:

<p>Names of CFT Members: Alyssa Wiebe, Winnipeg Adult Services</p>

Policy History

Supersedes (previous Policy/Policies):	n/a
Date of previous policy:	n/a

This document may be made available in additional formats upon request