

AODA Integrated Standard Policy Template

This sample policy template contains items that meet the requirements of the employment, and communication and information standards, and also items that are not specifically required, but are good practices. Note that the policy may be revised as other standards are introduced under the Accessibility for Ontarians with Disabilities Act, 2005.

Integrated Standards Policy Statement: **Finding, Hiring and Supporting Employees with Disabilities**

1. Our Mission

The mission of [insert name of provider] is to [insert mission of provider].

2. Our Commitment

In fulfilling our mission, [insert name of provider] strives at all times to find, hire, and support employees in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to opportunities as other employees.

3. Employing People with Disabilities

[insert name of provider] is committed to excellence in employing people with disabilities and we will carry out our functions and responsibilities in the following areas:

3.1 Hiring Standards

[Company Name] is committed to finding and employing persons with disabilities. We will advertise all jobs in ways that allow persons of all abilities to identify opportunities and apply regardless of their abilities

All job applicants will be notified verbally or in writing of the availability of accommodations for applicants with a disability that may or may not be visible.

Applicants will be informed that accommodations will be available upon request for interviews, testing, and other selection methods

All successful applicants will be made aware of the policies and support for accommodating employees with disabilities.