



# Training Requirements

- Training all employees, volunteers, persons who help develop policies and “all other persons” who provide goods & services on the organization’s behalf
- Training must cover all requirements of the IAA R
- Must provide training on *Municipal Rights Code* as it pertains to persons with disabilities
- Keep records of training dates and number of persons attending
- Deadline:
  - Jan. 1, 2015 for large organizations
  - Jan. 1, 2016 for small private and NFP



# Requirements

- Provide people with disabilities with accessible formats and communication supports when requested
- Must be done in a timely manner taking into account the person's accessibility needs
- No additional fee to be charged
- Must consult with the person making the request to determine the suitable format to be used





# Accessible Formats & Communication Supports

- **Examples**

- Braille
- Exchanging hand-written notes
- Reading the written information aloud
- Audio format
- Large print
- Assistive listening systems





# Information & Communication Standard

## Emergency Procedures, Plans or Public Safety Information:

- Applies to organizations that already prepare and make these documents available to the public
- Does not require organization to prepare if they don't already have or make available if they are not currently available
- Deadline for compliance Jan 1, 2021



# Employment Standard

*Will help Ontario businesses make accessibility a regular part of finding, hiring and supporting employees with disabilities*



# Overview of Obligations

- Accommodation in performance management
- Accommodation in career development and advancement
- Individualized Emergency Response Plan
- Applies to:
  - All employees (full-time, part-time, seasonal)
  - Does NOT apply to volunteers and other non-paid workers



# Individualized Emergency Response Plans

## Must be reviewed when:

- Employee moves to different location in the organization
- The employee's overall accommodation needs or plans are reviewed
- The employer reviews its general emergency response policy

Must ensure someone is responsible for maintaining and reviewing individualized plans

**Deadline for compliance is January 1, 2012**



# During Recruitment Process

- Let job applicants know that you will accommodate disabilities during the selection process
- Notify job applicants, who are selected, that accommodations are available upon request in relation to the materials or processes to be used
- If a job applicant requests accommodation, consult with them and make adjustments that best suit their needs
- Notify successful applicants of your policies for accommodating employees with disabilities