

# Accessibility Policies

## Home Building Centre Lindsay

Home Building Centre Lindsay (HBC-L) is committed to improving accessibility. We will put the following policies into practice as are required under the “Integrated Accessibility Standards Regulation (IASR)” under the Accessibility for Ontarians with Disabilities Act.

These standards have been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communication and employment.

### **1. Commitment**

HBC-L is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

### **2. Accessibility Plan**

HBC-L will develop, maintain and document an Accessibility Plan outlining HBC-L’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years, and will be posted on the company’s website. Upon request, we will provide a copy of the Accessibility Plan in an accessible format.

### **3. Self-Service Kiosks**

HBC-L will have consideration for accessibility when designing, procuring or acquiring self-service kiosks to better serve persons with disabilities.

### **4. Training Employees and Volunteers**

HBC-L will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and will provide training on the Human Rights Code as it pertains to persons with disabilities, as well as on the IASR requirements that apply to HBC-L's business and the duties of our employees.

The training will be provided in a way that best suits the duties of employees, volunteers and other staff members. Employees will be trained when changes are made to the accessibility policy. New employees will be trained as soon as practicable. HBC-L will keep a record of the training it provides.

### **5. Information and Communications Standard**

#### **Feedback**

HBC-L will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, upon request.

#### **Accessible Formats and Communication Supports**

Upon request, HBC-L will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

HBC-L will consult with the person making the request in determining the suitability of an accessible format or communication support.

HBC-L will also notify the public about the availability of accessible formats and communication supports.

### **Accessible Websites and Web Content**

HBC-L will ensure that our Internet website, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable.

## **6. Employment Standards**

### **Recruitment**

HBC-L will notify its Staff Members and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

### **Recruitment, Assessment or Selection Process**

HBC-L will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request throughout the Recruitment Process.

If a selected applicant requests an accommodation, HBC-L will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs.

### **Notice to Successful Applicants**

When making offers of employment, HBC-L will notify the successful applicant of its policies for accommodating employees with disabilities.

### **Informing Staff Members of Supports**

HBC-L will continue to inform its Staff Members of its policies (and any updates to those policies) used to support Staff Members with disabilities, including policies on the provision of job accommodations that take into account a Staff Member's accessibility needs due to a disability. This information will be provided to new Staff Members as soon as practicable after commencing employment.

## **Accessible Formats and Communication Supports for Employees**

Upon the request of a Staff Member with a disability, HBC-L will consult with the Staff Member to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other Staff Members.

## **Workplace Emergency Response Information**

HBC-L will provide individualized workplace emergency response information to Staff Members who have a disability, if the disability is such that the individualized information is necessary, and if HBC-L is aware of the need for accommodation due to the Staff Members' disability. HBC-L will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the Staff Member requires assistance, HBC-L will, with the consent of the Staff Member, provide the workplace emergency response information to the person(s) designated by HBC-L to provide assistance to the Staff Member.

HBC-L will review the individualized workplace emergency response information when the Staff Member moves to a different location in the organization, when the Staff Member's overall accommodation needs or plans are reviewed.

## **Documented Individual Accommodations Plans**

HBC-L will maintain a written process for the development of documented individual accommodation plans for Staff Member's with disabilities.

If requested, information regarding accessible formats and communication supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

**Return to Work Process**

HBC-L maintains a documented return to work process for its Staff Members who have been absent from work due to a disability and who require accommodations in order to return to work.

The return to work process outlines the steps HBC-L 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 process created by or under any other statute.