



INTEGRATED ACCESSIBILITY STANDARDS
POLICY (IAS)
October 2023

Activo Inc.

90 Gough Road, Unit # 1, Markham, ON L3R 5V5

Telephone: 905-752-1900 Fax: 905-752-1910

Activo

Policy

The following policy has been established by Activo Inc. ("Activo") to govern the provision of services with Regulation 191/11, "Integrated Accessibility Standards" ("Regulation") under the *Accessibility for Ontarians with Disabilities Act, 2005*.

All employment services provided by Activo shall follow the principles of dignity, independence, integration, and equal opportunity.

Definitions

- Accessible Formats: Include but are not limited to large print, recorded audio, and electronic formats, braille, and other formats usable by persons with disabilities.
- Communication Supports: Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communication.
- Performance Management: Activities related to assessing and improving employee performance, productivity, and effectiveness to facilitate employee success.
- Redeployment: The reassignment of employees to other departments or jobs within the organization as an alternative to layoff when the job or department has been eliminated.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

1. General Requirements: General requirements that apply across all the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

- Establishment of Accessibility Policies and Plans
Activo will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.
- Training Requirements
Activo will train its employees regarding the IASR as it pertains to individuals with disabilities. Training will also be provided to individuals responsible for developing Activo's policies and all other persons who provide goods, services, or facilities on behalf of Activo. Training will be provided on an ongoing basis for new employees and as changes to Activo's accessibility policies occur.

2. Recruitment, Assessment and Selection

Activo Inc.

90 Gough Road, Unit # 1, Markham, ON L3R 5V5

Telephone: 905-752-1900 Fax: 905-752-1910

Activo

Activo will notify employees and the public about accommodation availability for job applicants with disabilities. Applicants will be informed that these accommodations are available upon request for the interview process and other candidate selection methods. Where an accommodation is requested, Activo will consult with the applicant and provide or arrange suitable accommodation. Successful applicants will be made aware of Activo's policies and support for accommodating people with disabilities.

3. Accessible Formats and Communication Support for Employees

Activo will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, Activo will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed to perform their job; and
- Information that is generally available to all employees in the workplace.

Activo will consult with the employee requesting to determine the best way to provide the accessible format or communication support.

4. Workplace Emergency Response Information

Where required, Activo will create individual workplace emergency response information for employees with disabilities. This information will consider the unique challenges created by the individual's disability and the physical nature of the workplace and will be made in consultation with the employee.

This information will be reviewed when:

- The employee moves to a different physical location in the organization.
- The employee's overall accommodation needs or plans are reviewed and/or
- Activo reviews general emergency response policies.

5. Performance Management and Career Development and Advancement

Activo will consider the accessibility needs of employees with disabilities when implementing performance management processes offering career development or advancement opportunities. *Individual accommodation plans will be consulted as required.*

6. Redeployment

The accessibility needs of employees with disabilities will be considered in the event of redeployment. *Individual accommodation plans will be consulted as required.*

7. Review

This policy will be reviewed regularly to reflect Activo's current practices and legislative requirements.

Activo Inc.

90 Gough Road, Unit # 1, Markham, ON L3R 5V5

Telephone: 905-752-1900 Fax: 905-752-1910