

Employment Accessibility Policy (ICM)

Effective: May 1, 2022

As an organization committed to Diversity, Equity, and Inclusion, International College of Manitoba (ICM) strives to provide a safe and welcoming working environment for all employees. Adhering to **The Accessibility for Manitobans Act (AMA)** and other relevant legislation, this policy specifies measures and practices that ICM undertakes to provide reasonable accommodations for applicants and employees at various stages of employment.

ICM's policies, practices, and measures reflect principles of dignity, independence, integration, and equal opportunity for people with disabilities. We are committed to assisting individuals with disabilities by identifying, removing, and preventing barriers to accessibility and meeting accessibility requirements under the AMA.

The *Employment Accessibility Policy* and the *Employment Accessibility Procedure* documents are available in alternate formats upon request.

SCOPE

This policy applies to all employees, including full-time, part-time, casual, sessional, apprentices, and seasonal employees.

DEFINITIONS

The following are terms used in this Policy:

- a) Accessible Formats – communicating information in a way that works for a person disabled by a barrier, and includes, but is not limited to, large print, recorded audio, electronic formats, and braille.
- b) Barriers – anything that interacts with a disability in a way that affects a person's full and effective participation in everyday life, including, but not limited to, attitudinal, information/communication, architectural/environmental, technological, or systemic barriers.
- c) Communication Support – a support used to help communicate with a person disabled by a barrier, and includes, but is not limited to, sign language, captioning, and augmentative and alternative communication supports.
- d) Employee(s) – all full-time, part-time, casual, sessional, apprentices, and seasonal staff.
- e) Individualized Accommodation Plan (IAP) – a document outlining the accessibility requirements of an employee which allows them to successfully perform their job, including the removal of barriers and inclusion of workplace accommodations.
- f) Manager(s) – all staff who as part of their job duties may participate in any of the following activities: recruitment, selection, or training of employees; supervising, managing, or coordinating the work of employees; promoting, redeploying, or terminating employees; or developing and implementing policies and practices.
- g) Performance Management Process – any process used by ICM to manage the work of individual employees or to plan, monitor, and review an employee's work objectives and overall contribution to ICM.

- h) Reasonable Accommodation – a modification or adjustment to a job or the workplace that enables an applicant or employee to perform their employment responsibilities or access the benefits available to them, by virtue of their employment.
- i) Return to Work – a plan to assist in a timely and safe return to the work environment. This involves the discussion and documentation of potential accommodations for a successful transition from a leave of absence to a graduated return to work and/or to full-time work.

POLICY CONTENT

Throughout the employment lifecycle, prospective and hired employees will be informed of ICM's accommodation/removal of barriers practices and managers will be knowledgeable in how to respond to these accommodation/removal of barriers requests.

Recruitment & Selection

During recruitment, ICM informs potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodations.

During the hiring process, ICM informs selected applicants of our measures, policies, and practices for accommodating employees with disabilities.

When offering employment, ICM provides new employees and managers with detailed information on the *Employment Accessibility Policy* and *Employment Accessibility Procedures*.

Training

ICM provides training on how to accommodate employees with a disability to employees 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

ICM's policies are available to the public upon request and are provided in a format accessible for the user.

Further information on the training provided by ICM, including the content of training, can be found in ICM's *Employment Accessibility Procedures*.

Performance Management

During performance management, ICM takes into account:

- a) that an employee may be temporarily or permanently disabled by one or more barriers in the workplace;
- b) an employee's IAP, if any; and
- c) that the accommodations provided for an employee may not fully address a workplace barrier.

Informing Employees & Communication

ICM keeps employees informed about its accommodation measures, policies, and practices for employees with disabilities. ICM also provides updates to employees when this information changes.

ICM aims to meet the communication needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.

Return to Work Policy

ICM's Return to Work plan reflects its commitment to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability and require reasonable accommodation to return to work.

Our Return to Work plan facilitates reasonable accommodations for employees who have been absent due to a disability or health condition. We will make efforts to modify employees' duties and work schedules based on their functional abilities. ICM's aim is to increase duties safely to help employees reach their full potential.

Further information regarding ICM's Return to Work policy can be found in ICM's *Employment Accessibility Procedures*.

Individualized Accommodation Plans (IAPs)

ICM provides reasonable accommodations by developing and documenting IAPs for employees with disabilities who request them.

Further information regarding ICM's IAPs can be found in ICM's *Employment Accessibility Procedures*.

Workplace Emergencies

ICM notifies employees of steps to be taken during emergencies. We further provide employees with disabilities the opportunity to prepare individualized emergency response information plans when necessary to assist them in the event of an emergency.

ICM reviews the workplace emergency response information provided to an employee each time:

- a) the employee is moved to a different workspace;
- b) the employee's workspace is modified; and/or
- c) ICM reviews its general emergency response plans and makes changes that could affect the employee's response to an emergency in the workplace.

If an employee who receives workplace emergency response information requires the assistance of another person during an emergency, ICM obtains consent from the employee seeking accommodations to authorize the sharing of their Individualized Accommodation Plan with ICM Fire Wardens, who will assist during emergencies.

Non-Compliance

If an employee refuses or fails to follow the requirements of the *Employment Accessibility Policy* and *Employment Accessibility Procedures*, they may be subject to disciplinary action, up to and including termination of employment.

REVIEW

Policy review shall be conducted every two (2) years. The next scheduled review date for this Policy is **May 1, 2024**.