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<b>Accessible Employment Policy (AODA)</b>		<b>Last Review Date</b> <b>2025-08-05</b>

A printed copy of this document may not reflect the current electronic version on the LWDH Intranet.

**APPENDICES**  Yes  No

**PREAMBLE/PURPOSE**

Lake of the Woods District Hospital provides accessible employment in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. This policy sets out the organization’s commitment to standards for accessible employment. It does not apply to volunteers or other individuals who are not paid.


**Statement of Commitment**

Lake of the Woods District Hospital is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. LWDH ensures that people with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

**Definitions**

Accessible formats: Includes but not limited to large print, electronic formats, and other formats used by people with disabilities.

Communication support: Includes but not limited to captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.

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Redeployment: The reassignment of an employee to another department or job in the organization as an alternative to layoffs when their job or department has been eliminated by the organization.

## GUIDELINES

### Hiring


Accommodation is available from the beginning of the recruitment process. Information regarding the availability of accommodation is included in all job postings. Applicants selected to participate in an assessment, or the selection process are informed that accommodation is available upon request. Where accommodation is requested, the organization consults with the applicant and provides or arranges suitable accommodation that meets their individual needs. Successful applicants are made aware of the organization's policies for accommodating employees with disabilities when an offer of employment is made.

### Accessible Workplace Information

Lake of the Woods District Hospital ensures that new employees are aware of the policies and supports available for employees with disabilities as soon as reasonably possible after beginning employment and all employees are informed of any updates to existing policies. The organization has the following policies to support employees with disabilities:

- LWDH Accessible Information and Communications Policy (AODA)- Ontario
- LWDH Employment Standards Policy- Ontario
- LWDH Accessible Customer Service Policy (AODA)- Ontario
- LWDH Design of Public Spaces Policy (AODA)- Ontario
- LWDH Accessible Transportation Policy (AODA)- Ontario

Upon request, LWDH provides or arranges for the provision of accessible formats and communication supports for employees with disabilities regarding information needed to perform their job and other information that is generally available to all employees in the workplace. Individualized workplace emergency response information is also provided to an employee with a disability where necessary. An employee who requires workplace information

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in an accessible format or with communication support should contact the LWDH Administration Department. The organization will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

### **Individual Accommodations**

Lake of the Woods District Hospital creates and documents individual accommodation plans for employees with disabilities upon request. An employee with a disability who requires an individual accommodation plan should inform an Occupational and Staff Health Nurse. These plans include:

- Information regarding accessible formats and communication supports, where requested.
- Individualized workplace emergency response information, where necessary; and
- Details of any other accommodation provided.

Where an employee is absent from work due to a disability and requires accommodation to return to work, LWDH will develop and document individual return-to-work processes.

### **Performance Management and Career Development**

The accessibility needs of employees with disabilities are considered in all aspects of the employment relationship, including during the performance management processes, career development or advancement opportunities, and in the event of redeployment. Individual accommodation plans are consulted, where they exist, as part of this process.