

Labour Source Accessibility Policy

Labour Source is committed to improving accessibility. We will put the following policies into practice as required by the AODA (Accessibility for Ontarians with Disabilities Act).

Training

Labour Source is committed to training staff on Ontario's accessibility laws and on accessibility aspects of the Human Rights Code that apply to persons with disabilities. Training will be provided in a way that best suits the duties of employees. Training may be delivered by workshop, on-line training or handouts.

Information and Communication

Labour Source is committed to meeting the communication needs of people with disabilities. When asked, we will provide information and communications materials in accessible formats or with communication supports. This includes publicly available information about our services and facilities, as well as publicly available emergency information.

Labour Source will consult with people with disabilities to determine their information and communication needs.

Employment

Labour Source Office Employees

Labour Source will notify the public and staff that, when requested, we will accommodate disabilities during recruitment and assessment processes and when people are hired.

If needed, we will provide customized workplace emergency information to employees who have a disability.

We will take into account accessibility needs of employees with disabilities during performance management, career development and redeployment practices.

Temporary Employees

Accommodation is available on request during Labour Source's recruitment process for job applicants with disabilities.

Design of Public Spaces

Labour Source will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces may include:

- Accessible off street parking
- Service related elements like service counters, fixed queuing lines and waiting areas

Questions About This Policy

If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation can be provided by contacting Labour Source.