

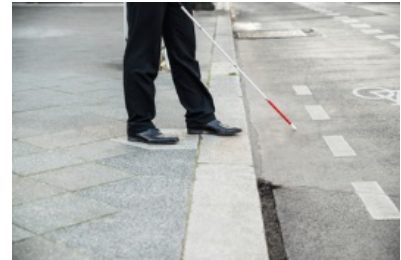


## **AODA: Integrated Accessibility Standards Regulation Policy (IASR)**

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The Integrated Accessibility Standards (Regulation 191/11) under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) came into force on July 1, 2011.

The Integrated Accessibility Standards Regulation (IASR) establishes standards to address barriers that persons with disabilities face in the areas of information and communications, and employment.



Spirit of Math is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the *Accessibility for Ontarians with Disabilities Act, 2005* in meeting the accessibility needs of persons with disabilities.

### *Commitment*

Spirit of Math is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner by preventing and removing barriers for persons with disabilities in accordance with the *IASR*. Spirit of Math's goal is to foster an inclusive organizational culture that is guided by the principles and requirements of the *AODA*, the *IASR* and the *Ontario Human Rights Code* ("Code").

This policy will be implemented in accordance with the time frames established by the Regulation.

### *Accessibility Plan*

Spirit of Math has developed and will maintain a Multi-Year Accessibility Plan that sets out the organization's strategy for preventing and removing accessibility barriers and meeting its requirements of the *IASR*. The Multi-Year Accessibility Plan will be reviewed and updated at least once every three years. The Multi-Year Accessibility Plan is posted on Spirit of Math's website and upon request the organization will provide a copy of the Multi-Year Accessibility Plan in an alternative accessible format.

### *Self-Service Kiosks*

If Spirit of Math procures or acquires self-service kiosks in the future, the organization will have regard to the accessibility for persons with disabilities and ensure that the kiosks incorporate appropriate accessibility features.

### *Training Employees and Volunteers*

Spirit of Math will provide training to all of its employees, volunteers and persons who participate in developing the organization's policies, and all other persons who provide goods, services or facilities on behalf of the organization. The training will cover the accessibility standards as referred to in the IASR and the requirements of the Code as it pertains to persons with disabilities. Training will be provided as soon as practicable. Training will also be included as part of orientation for all new hires.

Records of the training provided will be maintained and will include: (i) the dates on which training was provided and (ii) the names of individuals to whom training is provided.

### *Information and Communications Standards*

#### **Feedback**

Spirit of Math 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 communications supports, upon request. Spirit of Math will notify the public about the availability of accessible formats and communication supports.

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

Spirit of Math will provide or arrange for accessible formats and communication supports for persons with disabilities:

- Upon request, in a timely manner that takes into account the persons' accessibility needs due to a disability;
- In consultation with the person making the request to determine the suitability of an accessible format or communication support.

The public will also be notified about the availability of accessible formats and communication supports.

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

Spirit of Math shall ensure any new web content on its internet website conforms with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A or AA except where this is impracticable.

### *Employment Standards*

#### **Recruitment, Selection Process and Notice to Successful Applicants**

Spirit of Math will advise employees and the public about the availability of accommodation for applicants with disabilities as noted below:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, Spirit of Math shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability;

- Notify successful applicants of the policies for accommodating employees with disabilities.

### **Informing Employees of Supports**

Spirit of Math shall continue to inform its employees of its policies used to support employees with disabilities, including but not limited to policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment and to existing employees whenever there is a change to the accessibility policies.

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

When an employee with a disability requests it, Spirit of Math will consult with the employee to provide or arrange for the provision of accessible formats and communication supports:

- For information that is needed in order to perform the employee's job;
- For information that is generally available to employees in the workplace (i.e. agendas, meeting minutes, newsletters, forms, etc.); and
- In consultation with the employee making the request, determine the suitability of an accessible format or communication support.

If the employee has an individual accommodation plan, then the accessible formats and/or communication supports that will be provided to the employee will be included in the plan.

### **Workplace Emergency Response Information**

Spirit of Math will provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and Spirit of Math is aware of the need for accommodation due to the employee's disability;
- With the employee's consent, to the person designated by Spirit of Math and the employee to provide assistance to the employee, if required;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- And will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations needs or plans are reviewed and when Spirit of Math reviews its general emergency response policies.

### **Documented Individual Accommodation Plans**

Spirit of Math has in place a written process for the development of documented individual accommodation plans for employees with disabilities.

Information regarding accessible formats and communications 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**

Spirit of Math has a return to work process in place for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

Such process outlines the steps that Spirit of Math will take to assist the return to work and will include a documented individual accommodation plan as a 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 (i.e. the *Workplace Safety Insurance Act, 1997*).

### **Performance Management, Career Development and Advancement & Redeployment**

Spirit of Math will take into account the accessibility needs and/or individual accommodation plans of employees when:

1. Using performance management processes;
2. Providing career development and advancement information;
3. Using redeployment procedures.

### *Questions about this policy*

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by the HR Manager whose contact information is as follows:

*Joanna Katz, CHRL  
Spirit of Math Schools Inc.  
Phone: (416) 223-1985 ext. 144  
Email: [jkatz@spiritofmath.com](mailto:jkatz@spiritofmath.com)*