	POLICY MANUAL	
	Effective: Sept. 20/16	Approved By: Executive
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TOPIC: Accessibility Policy - Ontario		

I. PURPOSE:

To outline the Company’s commitment to meeting the needs of people with disabilities as per the Accessibility for Ontarians with Disabilities Act (AODA).

II. SCOPE:

All employees, customers, suppliers and visitors in the province of Ontario with disabilities

III. POLICY:

Statement of organizational commitment

PFB Corporation is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.


We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario’s accessibility laws.

Training

We are committed to training our employees in Ontario’s accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities. We will train our employees on accessibility as it relates to their specific roles.

Information and communications

We will communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports. This policy is to be posted in an area available to the public.

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Employment

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring. We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees. Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

Changes to existing policies

We will modify or remove any existing policy that does not respect and promote the dignity and independence of people with disabilities

RELATED DOCUMENTS:

Accessible Customer Service Plan