

# **Township of Hilliard –Accessibility Plan Statements 2023**

## **Plan**

We will provide the plan and/or reports in an accessible format, upon request.

We will review and update the accessibility plan at least once every five years.

We will take required steps to comply with any existing or new regulations

## **Procurement**

We will incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except when it is not practicable to do so.

If the organization determines that it is not practicable to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, your organization will provide an explanation, upon request.

## **Employment**

We will notify, consult and arrange, suitable accommodation for job applicants.

## **Employee Supports**

We will inform your employees of policies used to support employees with disabilities.

The information will be provided to new employees as soon as practicable after they begin their employment and to all employees whenever there are changes to any existing policies.

We will consult with employees to determine the suitability of accessible formats and communication supports for information that is needed in order to perform the employee's job; and information that is generally available to employees in the workplace.

## **Accommodation**

We will provide individualized workplace emergency response information to employees with disabilities and persons designated to provide assistance to the employee as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.

We will work with any employee requesting accommodation in the development of the individual accommodation plan.

We will work on a return to work plan with any employee who has been absent from work due to a disability and requires disability-related accommodations in order to return to work; including outlining the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work.

The Accommodation plan will include:

- o The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
- o The means by which the employee is assessed on an individual basis.
- o The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved.
- o The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.
- o The steps taken to protect the privacy of the employee's personal information.
- o The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
- o If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
- o The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.,

(a) if requested, include any information regarding accessible formats and communications supports provided.

(b) if required, include individualized workplace emergency response information,

(c) identify any other accommodation that is to be provided.