

Policy for Creating Accessible Workplaces

Ontario's Accessible Employment Standard -- January 1, 2017

i. Preamble

Ontario's Accessible Employment Standard requires businesses and non-profits with 1-49 employees to complete four (4) specific requirements to help make the workplace accessible for employees and job applicants with disabilities.

ii. Hiring

KWIC Internet welcomes and encourages job applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

iii. Workplace Information

KWIC Internet will provide workplace information in an accessible format upon request. This may include, but is not limited to, specific information necessary for an employee to perform their job, or general information available to all employees, such as policy bulletins or health and safety notifications. Should an employee require accommodation during an emergency, KWIC Internet will work with that employee to develop an accessible emergency plan.

iv. Talent and Performance Management

With respect to any performance management or career development processes, KWIC Internet will consider the needs of an employee with disabilities when holding formal or informal performance reviews or promoting or re-assigning duties.

v. Communication of Accessibility Policies

KWIC Internet will communicate information to all employees about accessibility policies and how support is provided for people with disabilities.