

INTEGRATED ACCESSIBILITY STANDARDS REGULATION (“IASR”)

When communicating or providing information or services to a person with a disability, we at Bondfield Construction Company Limited (“Bondfield”) will do so in a manner that takes the person’s disability into account. If a person with a disability needs an accessible format, or help to communicate with us, we will work with the person to provide the format or support that will meet their needs – at no additional cost to them. If we are not able to meet the person’s particular requirement in a reasonable timeframe, we will inform them and will work with them to determine an alternate method or will provide a summary of the information.

EMPLOYMENT STANDARDS

Bondfield is committed to fair and accessible employment practices. Bondfield is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity and equal opportunity.

Recruitment

Bondfield will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted. Bondfield will also ensure that third party recruitment agencies are AODA compliant and are asking if accommodation is required when scheduling interviews on our behalf.

- Job Postings and emails to candidates will notify them of the accommodation available upon request
- When making offers of employment, Bondfield will notify the successful applicant of its accommodation process for employees with disabilities
- New Hires will be oriented on the first day of employment of their ability to seek accommodation for information and communication

Informing Employees of Supports

Bondfield will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including 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.

Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, Bondfield will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, Bondfield will consult with the employee making the request.

Workplace Emergency Response Information

Bondfield 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 if Bondfield is aware of the need for accommodation due to the employee's disability. Bondfield will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, Bondfield will, with the consent of the employee, provide the workplace emergency response information to the person designated by Bondfield to provide assistance to the employee.

Bondfield will review the individualized workplace emergency response information when the employee moves to a different location in the organization, or when the employee's overall accommodation needs or plans are reviewed.

Documented Individual Accommodation Plans

Bondfield will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, 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

Bondfield will maintain a documented return to work process 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. The return to work process will outline the steps that Bondfield will take to facilitate the return to work and will include documented individual accommodation plans as 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

Bondfield will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

For More Information

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. For more information please contact Human Resources at:

Phone: **416-667-8422 Ext. 2299**

Email: **info@bondfield.com**