

## Employment Standard Policy

London Children's Connection is committed to meeting the needs of people with disabilities and providing fair and accessible employment practices. When requested, we will take the following steps to accommodate people with disabilities during the recruitment, hiring and assessment process:

1. Ensure accommodation is provided when requested throughout the recruitment process and include instructions for accommodation on the bottom of every job posting.
2. Conduct interviews that include a format that will make the information accessible, easy to understand and respond to. Examples include, but are not limited to:
  - Conducting an in-person interview
  - Using videos with subtitles and /or video descriptions
  - Sharing a copy of presentation materials (ie: PowerPoint slides)
  - Providing printed materials (questionnaires) in a large print version
  - Reading information out loud.
3. Provide space accommodation for assistive devices such as wheelchairs, walkers, etc.
4. Provide training in a manner that best meets the individual needs of the employee (as indicated above).

London Children's Connection will follow the Employment Standards Act and the Accessibilities for Ontarians with Disabilities Act when developing an individual accommodation and return-to-work plan for employees that have been absent due to a disability.

To ensure the accessibility needs of employees with disabilities are taken into account when London Children's Connection is using performance management and career development processes, information will be provided in a format that best meets the needs of the individual. Methods include, but are not limited to:

- Conducting an in-person conversation
- Printing and providing materials in large print
- Providing visuals with simple pictograms
- Reading the information out loud