



INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR) POLICY

Purpose and Scope

Grain Farmers of Ontario are committed to improving accessibility. We will put the following policies into practice as required by the Accessibility for Ontarians with Disabilities Act.

Statement of Commitment

Grain Farmers of Ontario are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity.

Grain Farmers of Ontario are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

General

The **Grain Farmers of Ontario** are committed to training staff on Ontario's accessibility laws and on accessibility aspects of the Human Rights Code that apply to persons with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Information and Communications

We are committed to meeting the communication needs of people with disabilities. When asked, **Grain Farmers of Ontario** will consult with the employee to provide information and communications materials in accessible formats or with communication supports.

Grain Farmers of Ontario provides individualized emergency response information when requested by employees whose disability requires it.

Grain Farmers of Ontario will assess the information available both internally and for the public and review if there are any barriers for a person who has a disability and will also consult with people with disabilities to determine their information and communication needs. We will also ensure that websites and content will conform to the WCAG 2.0, Level.

Upon request, we will ensure existing feedback processes are accessible and available in different formats to people with disabilities.

Employment

Grain Farmers of Ontario will notify the public and employees that, when requested, we will accommodate disabilities during the recruitment and selection process as well as during the course of employment. This will include considering the accessibility needs of employees with disabilities as well as individual accommodation plans, when conducting performance management reviews, providing career development and advancement to employees and when redeploying.

Please see the Recruitment Policy and the Disability Accommodation Policy for details.

Design of Public Spaces

Beginning January 1, 2018, **Grain Farmers of Ontario** will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces.

Public spaces include:

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor path of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas.

Confidentiality

An accommodation seeker acknowledges that in order to develop and implement a workplace accommodation certain personal information, including medical documentation or records, needs to be shared with employer representatives or agents.

All accommodation information is to be safeguarded and treated as confidential. The information is to be used only for the purpose for which it was collected and every person with access to the information is responsible for maintaining confidentiality. In cases where it is necessary to share information in order to implement an accommodation, such information will only be shared with those people directly involved in the accommodation process. Further, they will receive only the information required to fulfill the purpose for which it was requested. If a request for information is received, information will be released in accordance with the Freedom of Information and Protection of Privacy Act.

Records related to an accommodation request shall not be stored in the employee's personal file. If an employee has been accommodated in his/her current position and he/she is moving to a new position, his/her current supervisor/manager shall notify the Owner of the employee's move.

Modifications to this or other policies

Any of **Grain Farmers of Ontario** policies that do not respect and promote the dignity and independence of people with disabilities will be modified or removed.

We will inform employees of changes made to the accessibility policies.

Resources

- Recruitment Policy
- Disability Accommodation Policy
- AODA Customer Service Policy Statement
- Freedom of Information and Protection of Privacy Act
- Ontario Human Rights Code