



# CAMP WENONAH & THE CAMP WENONAH CENTRE FOR OUTDOOR EDUCATION

## AODA – INTEGRATED ACCESSIBILITY STANDARDS

The following policy has been established by Camp Wenonah to govern the provision of services with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the Accessibility for Ontarians with Disabilities Act, 2005.

These standards have been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications and employment.

This policy works in concert with Camp Wenonah’s Accessible Goods and Services policy.

### Commitment

Camp Wenonah is committed to providing accessible goods and services that allow persons with disabilities to fully participate in Camp activities.

We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility wherever possible.

This policy will be implemented in accordance with the timeframes established by the Regulation.

Camp Wenonah is committed to compliance with the *Accessibility Standards for Customer Service* and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

### Accessibility Plan

Camp Wenonah will develop, maintain and document an Accessibility Plan outlining the Camp’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years, and will be posted on the Camp’s website. Upon request, Camp Wenonah will provide a copy of the Accessibility Plan in an accessible format.

### Self-Service Kiosks

Camp Wenonah will have consideration for accessibility when designing, procuring or acquiring self-serve kiosks to better serve persons with disabilities.

## Training Employees and Volunteers

Camp Wenonah will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the Human Rights Code as it pertains to persons with disabilities, to:

- all employees and volunteers;
- all persons who participate in developing Camp Wenonah's policies; and,
- all other persons who provide goods, services or facilities on behalf of the Camp.

The training will be appropriate to the duties of the employees, volunteers and other persons.

Employees will be trained when changes are made to the accessibility policy. New employees will be trained as soon as is practicable following their hire.

Camp Wenonah will keep a record of the training it provides.

## INFORMATION AND COMMUNICATIONS STANDARDS

### Feedback

Camp Wenonah will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports upon request.

### Accessible Formats and Communication Supports

Upon request, Camp Wenonah will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

Camp Wenonah will consult with the person making the request in determining the suitability of an accessible format or communication support.

Camp Wenonah will also notify the public about the availability of accessible formats and communication supports.

### Accessible Websites and Web Content

Camp Wenonah will ensure that our Internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level A by 2014 and Level AA by 2021 except where this is impracticable.

# EMPLOYMENT STANDARD

## Recruitment

Camp Wenonah will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

## Recruitment, Assessment or Selection Process

Camp Wenonah will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, Camp Wenonah will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

## Notice to Successful Applicants

When making offers of employment, Camp Wenonah will notify the successful applicant of its policies for accommodating employees with disabilities.

## Informing Employees of Supports

Camp Wenonah 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, Camp Wenonah 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, Camp Wenonah will consult with the employee making the request.

## Workplace Emergency Response Information

Camp Wenonah 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 Camp Wenonah is aware of the need for accommodation due to the employee's disability.

Camp Wenonah will provide this information as soon as practicable after becoming aware of the need for accommodation.

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

Camp Wenonah will review the individualized workplace emergency response information when the employee moves to a different location in at Camp and /or when the employee's overall accommodations needs or plans are reviewed.

## Documented Individual Accommodation Plans

Camp Wenonah 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

Camp Wenonah maintains a 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 outlines the steps Camp Wenonah 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 (ie., the Workplace Safety Insurance Act, 1997).

## Performance Management, Professional Growth Opportunities, Advancement and Redeployment

Camp Wenonah will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans when conducting performance management, providing professional growth opportunities and advancement to employees, and when redeploying employees.

## Questions about this policy

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. Questions about this policy may be directed to the Executive Director.