

ACCESSIBLE EMPLOYMENT POLICY

Purpose

Qualico recognizes that individuals with disabilities may face barriers that prevent them from full and effective participation in the workplace on an equal basis. We are committed to treating people with disabilities in ways that allow them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face barriers to accessibility. We will do this by identifying, then removing, reducing, or preventing barriers.

This policy includes information about Qualico's efforts to:

- Reasonably accommodate job applicants and employees who face barriers due to disability
- Inform job applicants and employees about Qualico's accommodation policies and practices
- Communicate with employees disabled by barriers using accessible formats and communication support
- Develop individualized accommodation plans for employees disabled by barriers and provide them with workplace emergency response information
- Take barriers that temporarily or permanently disable employees into account during the performance management process, the delivery of career development programs/training and in internal advancement opportunities
- Help employees return to work when they have been absent due to an injury, illness or disability and ensure they are reasonably accommodated upon their return

Scope

This policy applies to all Qualico employees located in Canada.

Obligations

Qualico is committed to providing reasonable accommodation to job applicants and employees who are faced with barriers.

An accommodation is reasonable if it does not result in undue hardship to Qualico and:

- is required for an applicant to fully participate in the recruitment, selection and assessment process; or
- is required for an employee to perform their job, access benefits available to them and participate in various employee career goals.

While accommodation is primarily the responsibility of Qualico, all relevant parties must participate in the accommodation process. The accommodation process does not guarantee parties their preferred type of accommodation. All parties must work together, engaging in a meaningful dialogue, to arrive at a reasonable accommodation.

Unless otherwise specified in the policy, Human Resources will be responsible for informing job applicants and employees, in writing, when their requests for accommodation have been denied.

Communication

We keep employees informed about our accommodation measures, policies, and practices for employees with disabilities. We also provide updates to employees when this information changes. We aim to meet the communication needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.

If requested by an employee with a temporary or permanent disability we consult with the employee to identify the accessible format, or communication support needed when providing information to the employee.

Recruitment and Selection

During recruitment, we inform potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodations.

Offer of Employment

When hiring, we inform selected applicants of our measures, policies and practices for accommodating employees with disabilities.

Provide Individualized Accommodation Plans

Our policy is to provide reasonable accommodations by developing and documenting individualized accommodation plans for employees with disabilities who request them.

A. Request for an individualized accommodation plan

We support employees by providing reasonable accommodations in the workplace. Employees may make a verbal or written request to their manager, supervisor, or human resources for an individualized accommodation plan.

B. Assessment of employee and accommodation required

We will assess the employee and possible accommodations on an individual basis. We may request that the employee provide documentation from a health practitioner who supports the need for the accommodation. We may request, and cover costs for, an evaluation by an independent regulated health professional or other practitioner in the area of workplace accommodations for employees with disabilities.

C. Assistance for the employee in developing the accommodation plan

An employee may request assistance with developing the plan, including assistance from another person who is knowledgeable about workplace accommodations for employees with disabilities.

D. Accessible formats

We meet the communication needs of our employees by providing them with a copy of their plan, or an explanation for denying the request to introduce a plan, in a format and with any communication support to meets the needs of the employee.

E. Reasons for denying a request

We may deny an employee's request for an individualized accommodation plan in the following circumstances:

- The employee is able to carry out most of the job without an accommodation.
- The independent regulated health professional(s) does not support the employee's self-assessed requirement for a workplace accommodation.
- Our research and evidence show that the accommodation request would cause undue hardship (e.g., by creating safety risks to other employees or a significant measurable financial burden).

Career Development and Performance Management

We ensure that our career development and performance management processes takes into account:

- That an employee may be temporarily or permanently disabled by one or more barriers in the workplace.
- An employee's individualized accommodation plan.
- That the accommodations provided for an employee does not fully address a workplace barrier.

Our practices and measures aim to ensure that workplace accommodations do not negatively affect access to career development.



**BUILDING TO A
HIGHER STANDARD**

Return to Work

Our return to work program reflects our commitment to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability or health condition, and require reasonable accommodations to return to work.

We include a description of the process we will follow in determining the accommodations necessary to facilitate the return to work of employees who have been absent due to a disability or health condition.

Our return to work policy ensures reasonable accommodations for employees who are at work or absent due to a disability or health condition. We will make efforts to modify employees' duties and work schedule based on their functional abilities. Our aim is to increase duties safely to help employees reach their full potential.

Workplace Emergency Response Information

We notify all employees of steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled. We ensure workplace emergency response information is specific to each employee's needs and the physical nature of the employee's workspace.

Once we learn an employee requires assistance during a workplace emergency, we offer the employee individual workplace emergency response information as soon as possible. We review the workplace emergency response information provided to an employee each time:

- the employee is moved to a different workspace
- the employee's workspace is modified
- we review our general emergency response plans and make changes that would affect the employee's response to an emergency in the workplace.

If an employee who receives workplace emergency response information requires the assistance of another person during an emergency, we obtain consent from the employee on who will assist, and we inform that person how to assist.

Training

We provide training on awareness, understanding and how to accommodate employees with a disability to incumbents in roles with the following responsibilities:

- Recruiting, selecting or training employees
- Supervising, managing or coordinating the work of employees
- Promoting, redeploying or terminating employees
- Developing and implementing employment policies and practices



Training content includes:

- how to make employment opportunities accessible to people with disabilities
- how to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal.
- our organization’s accessible employment policies, practices and measures, including updates or changes

We keep a written record of our accessibility and training policies. Our written documents include a summary of the content of our training material and a list of dates when training is offered.

We let the public know that our policies are available upon request, and we provide these in a format that is accessible for the user.

Online - <https://amalearningmb.ca/accessible-employment/course.html>

Maintaining Privacy

We protect the privacy and confidentiality of employee’s personal information and personal health information. We only collect, use, and disclose information as required for the purposes of accessibility in employment, unless otherwise agreed to by the employee. We also follow the requirements of privacy legislation according to the federal and provincial privacy laws in each of our operating jurisdictions.

Version	Author/Policy Custodian	Approved By	Approval Date	Review Interval
1.0	Learning & Talent Management	Corporate Committee	June 7, 2022	Annual