| AC03 | AODA Integrated Accessibility Standards Regulation |
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| Classification: | Accessibility |
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| Responsible Authority: | Director, People and Culture |
| Executive Sponsor: | Vice President, Human Resources |
| Approval Authority: | Algonquin College Executive Team |
| Date First Approved: | 2013-10-30 |
| Date Last Reviewed: | 2026-02-27 |
| Date to Complete Mandatory Review: | 2031-02-27 |

## PURPOSE

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of accessible services for people with disabilities.

## SCOPE

This policy shall apply to every employee of Algonquin College.

## DEFINITIONS

| Word/Term | Definition |
|-----------|------------|
| Accessible Formats | Include but not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities |
| Communication Supports | Include but not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications |
| Conversion Ready | An electronic or digital format that facilitates conversion into an alternate format |
| Educator | Is an employee who is involved in a program or course design, delivery and instruction |

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| Information | Information is processed, structured, or interpreted data that has meaning and value within a specific context |
| Kiosk | An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one or more services or products |
| Performance Management | Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success |
| Redeployment | The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization |

## POLICY

General Principles

Algonquin College is committed to proactively identifying, preventing, and removing barriers within its workplace. The College strives to create accessible work environments, practices, and systems that support the full participation, dignity, independence, and equal opportunity of employees and applicants with disabilities.

In accordance with the Integrated Accessibility Standards (IASR), Ontario Regulation 191/11, this policy addresses the following:
1. General Requirements
2. Employment Standards
3. Recruitment, Assessment and Selection
4. Accessible Formats and Communication Supports
5. Documented Individual Accommodation Plans
6. Plans and Processes
7. Return to Work and Redeployment

## PROCEDURE

| Action | Responsibility |
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| **1.** | **General Requirement** | |
| 1.1 | Algonquin College will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers, and meet its requirement under the Integrated Accessibility Standards (IASR) regulation. | Director, People and Culture |

| 1.2 | The multi-year plan will be posted to the College website and made available in an alternate format upon request. | Director, People and Culture |
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| 1.3 | The Accessibility Committee will review and update the plan once every three years. | Director, People and Culture |
| 1.4 | Annual status reports will be prepared and posted to the College website. | Director, People and Culture |
| **2.** | **Procuring and Acquiring Goods and Services or Facilities** | |
| 2.1 | The College will incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities; except when it is an undue hardship to do so. | Vice President, Finance and Administration |
| 2.2 | If it is determined that accessibility design, criteria, or features cannot be incorporated due to undue hardship, a written explanation will be provided upon request. | Vice President, Finance and Administration |
| **3.** | **Training** | |
| 3.1 | The College will provide role-appropriate training for its employees, including those providing customer service and developing policy, and volunteers regarding the Integrated Accessibility Standards (IASR) which must also include training on the Ontario Human Rights Code. Ongoing training will be provided as changes occur within the legislation. | Associate Manager, Employee Learning and Development |
| **4.** | **Self-Serve Kiosks** | |
| 4.1 | The College will incorporate accessibility features when designing, procuring or acquiring self-service kiosks. | Vice President, Finance and Administration |
| **5.** | **Employment Standards** | |
| 5.1 | All job applicants will be notified of the availability of accommodations for applicants with a disability. | Director, Employee and Labour Relations |
| 5.2 | Applicants will be informed that these accommodations are available upon request, for the interview and other selection methods. Requests for accommodations can be made to the Hiring Manager or directly to Human Resources at humanresources@algonquincollege.com or by phone through extension 7660. | Director, Employee and Labour Relations |
| 5.3 | All successful applicants will be made aware of the policies and support for accommodating employees with disabilities. | Director, Employee and Labour Relations |
| **6** | **Accessible Formats and Communication Supports** | |
| 6.1 | Upon request, the College will provide or arrange for the provisions of accessible formats and communication support for:<br><br>• Information needed in order to perform their job; | Director, Employee and Labour Relations |

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| | • Information that is generally available to all employees. | |
| 6.2 | Employees requesting information in alternate format will be consulted in order to determine the most appropriate format or communication support. | Director, Employee and Labour Relations |
| **7.** | **Plans and Processes** | |
| 7.1 | Any department within the College that utilizes performance management tools, or provides career development and advancement to employees, will take into account the accessibility needs of the employees with disabilities when developing these processes. | Director, Employee and Labour Relations |
| 7.2 | Where the College is aware of the need of, and the employee requires individualized workplace emergency response information, it shall be provided. | Vice President, Finance and Administration |
| **8.** | **Return to Work and Redeployment** | |
| 8.1 | A return to work process will be in place for employees who are absent from work due to a disability-related issue. | Manager, Total Compensation |
| 8.2 | The return to work process must include an outline of the steps the College will take to facilitate the employee's return to work and use documented individual accommodation plans. | Manager, Total Compensation |
| 8.3 | Redeployment processes will take into account the accessibility needs of employees with disabilities. | Manager, Total Compensation |

## SUPPORTING DOCUMENTATION
None

## RELATED POLICIES
AC01: Academic Accommodation for Accessible Learning
AC02: Client Service Standards for Persons with Disabilities
AC04: Notification of Service Disruption for People with Disabilities
AC05: Use of Service Animals on Campus
HR07: Hiring Process
HR15: Return to Work with Modified Workload
HS02: Emergency Response
PM04: Advertising and Selling on Campus

## RELATED MATERIALS
http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm

http://www3.algonquincollege.com/safety-security-services/

https://www.ontario.ca/laws/regulation/r11191