

## **Integrated Accessibility Standards Regulation (IASR) - January 2024**

S+C Partners provides updated information to team members whenever there is a change to existing policies on the provision of job accommodation that take into account a team member's accessibility needs due to a disability.

We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) information that is needed in order to perform the team member's job; and
- b) information that is generally available to team members in the workplace.

Where needed, we will also provide customized emergency information to help a team member with a disability during an emergency. With the team member's consent, we will provide workplace emergency information to a designated person who is providing assistance to that team member during an emergency. We will provide the information as soon as practicable after we become aware of the need for accommodation due to the disability.

S+C Partners will review the individualized workplace emergency response information:

- a) when the team member moves to a different location within our building;
- b) when the team member's overall accommodations needs or plans are reviewed; and
- c) when we review our general emergency response policies.

We have a written process to develop individual accommodation plans for team members, and a written process for team members who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The process for the development of documented individual accommodation plans shall include the following elements:

1. The manner in which a team member requesting accommodation can participate in the development of the individual accommodation plan.
2. The means by which the team member is assessed on an individual basis.
3. The manner in which we can request an evaluation by an outside medical or other expert, at our expense, to assist us in determining if accommodation can be achieved and, if so, how accommodation can be achieved.
4. The manner in which the team member can request the participation of a representative from the workplace in the development of the accommodation plan.
5. The steps taken to protect the privacy of the team member's personal information.
6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the team member.
8. The means of providing the individual accommodation plan in a format that takes into account the team member's accessibility needs due to disability. O. Reg. 191/11, s. 28 (2).

Our performance management, career development and redeployment processes take into account the accessibility needs of all team members.