FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **Accessibly for FVI Employees and Volunteers**	PAGE 1 of 3	POLICY NO: Exhibit - Accessibility
	DATE ISSUED: July 2022	
		RELATED DOCUMENTS: GEA-001
APPROVED BY: Board of Directors	DISTRIBUTION: Board Policy	

POLICY:

Family Visions Incorporated (FVI) is committed to complying with the Accessibility Standard for Employment under The Accessibility for Manitobans Act. Our policies and procedures reflect our commitment to ensuring a workplace that recognizes dignity, independence, diversity, and equality. We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees without causing undue hardship to the agency. The following policy statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Employment.

Process:

- Information/training around the Accessibility for Manitobans Act will be provided to those whose responsibilities include:
    - 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.
- a statement that reasonable accommodations are available to applicants with disabilities will be included on job postings
- Accommodations will be available for candidates short listed for an interview when the management team is made aware of the type of accommodation welcomed.
- When recruiting and hiring the management team informs applicants of policies and practices to accommodate employees with disabilities and that FVI responds to requests for accommodations as the agency is able without undue hardship.
- Employees are informed as accommodation policies and procedures are updated. Additional training is provided as required.
- FVI agency information is communicated in multiple ways and will be easily accessed by everyone.
- Program Managers maintain records of those who have taken training, type of training, and the date.

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- FVI ensures that performance management processes consider:
  - That an employee may be temporarily or permanently disabled
  - That the accommodations provided for an employee may not fully address a workplace barrier
- Accommodations provided will not negatively impact career advancement.
- Training programs for career development are accessible to all employees. FVI will reduce or remove identified barriers as reasonable.
- FVI ensures that return to work plans reflect 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. FVI will modify employees' duties and work schedule following direction from medical professionals and Workers Compensation Board of Manitoba (WCB), where they are involved.
- FVI will ensure supervisors and co-workers support employees who have been absent due to a disability, and participate in the return to work process.
- FVI will provide education for staff about the benefits of employees returning to work and outline the expectations for supporting an employee in a modified role.
- We annually send a memo to all employees to inquire whether they need assistance during an emergency and to remind them of the office or building's emergency plan.
- Employees or volunteers are encouraged to identify potential barriers or issues of accessibility at regular planning meetings held with Team Leaders or Program Managers. Issues of accessibility and identify barriers may be discussed at Workplace Safety and Health meetings.

Individualized Accommodation Plans:

- Accommodation plans will be developed for employees or volunteers requiring supports and will include:
  - Only personal health information necessary to prepare personal accommodation plans will be collected. Disclosure of the accommodation plans will be with the written permission of the employee requiring support.
  - Steps to be taken during emergencies to ensure the safety of employees who are temporarily or permanently disabled including necessary supports if required and colleagues who consent to provide assistance.
  - Accessible formats and communication supports are available if requested.

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    - Details of how and when any other accommodations will be provided
    - The time period after which the plan will be reviewed
- It is anticipated that FVI employees and volunteers will participate in planning for their individual accommodations:
    - providing related information and taking part in assessments, if requested by the employer
    - complying with the individualized accommodation plan
    - offering ongoing feedback related to modifications, including whether the accommodation is no longer required
- Program Managers and Team Leaders will review the Individualized Accommodation plans as specified during the planning process or as required to update accommodations necessary when any of the following occur:
    - the employee's workspace is modified or relocated
    - the employee's responsibilities have changed
    - other workplace changes have occurred that affect the accommodation
    - the employee has made a request to review and update the accommodation plan