

Accessibility Policy	Policy Number: PA-103
Last Reviewed: 2019/09/01	Next Review: 2020/09/01

Purpose: This policy will identify the organization's commitment to ensuring equal access and participation to those with disabilities. This policy will also demonstrate the organization's commitment to reaching its accessibility goals and its adherence to any relevant federal/ jurisdictional obligations related to accessibility in the workplace (i.e. Nunavut Human Rights Act, Accessibility for Ontarians with Disabilities Act (AODA)). Implementing an accessibility policy and a plan will assist the organization in becoming inclusive and diverse, thus strengthening the services we provide.

Policy Statement: Pinnguaq Association is committed to providing an environment which maintains the dignity and independence of people with disabilities. We seek to meet the needs of people with disabilities who are both employees, and those who use our services. Our policies aim to proactively reduce and remove barriers to accessibility in a timely manner, and by meeting our accessibility requirements under jurisdictional legislation such as the Nunavut Human Rights Act and the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and any other requirements under relevant accessibility acts for each province and territory in which we operate.

This Accessibility Policy provides the plan and steps Pinnguaq Association will take to prevent and remove accessibility barriers to employees and those accessing its services.

1. **Definitions:**

- 1.1. **Disability:** Includes physical disabilities, as well as vision, hearing, speech, developmental, learning and mental health disabilities. A disability can be temporary or permanent.
- 1.2. **Accessibility Standards:** As an example, the legal requirements that organizations in Ontario must follow to become more accessible to people with disabilities. They address key areas of daily life, including:
 - Customer service
 - Information and communications
 - Employment
 - Transportation
 - Design of public spaces

2. Accessible Workplace Environment Practices

2.1. Hiring

- 2.1.1. Pinnguaq Association will notify employees and the public that we will accommodate the needs of people with disabilities in our hiring process. By:
- Posting the information on our website
 - Including it in job postings

2.2. Workplace Accommodations

- 2.2.1. Pinnguaq Association will take all reasonable actions and at minimum fulfill all legal duties to accommodate employees with disabilities.

2.3. Workplace information

- 2.3.1. Pinnguaq Association will provide workplace information in an accessible format if an employee asks for it. Including:
- 2.3.2. Any information employees need to perform their jobs (e.g. job descriptions and manuals)
- 2.3.3. General information that is available to all employees at work (e.g. company newsletters, bulletins about company policies and health and safety information)
- 2.3.4. Pinnguaq Association will also develop an accessible emergency information plan for employees who may need assistance in emergency situations.

2.4. Performance Review

- 2.4.1. Pinnguaq Association will consider the needs of an employee with disabilities when conducting performance reviews:
- hold formal or informal performance reviews
 - promote or move them to a new job

2.5. Communicate Accessibility Policies

- 2.5.1. Pinnguaq Association will communicate accessibility policies with employees to support people with disabilities. This includes new employees when they are hired, and telling all employees if change to the policies occurs. This information may be sent out by:

- Newsletters
- Emails
- Memos
- Websites
- Bulletin boards
- Staff meetings
- One-on-one conversations

2.6. Accessible Customer Service

2.6.1. Pinnguaq's website and resource will be available in accessible formats.