CONSEIL DES ARTS DU MANITOBA ARTS COUNCIL

Manitoba Arts Council
Accessibility Standard for Employment Policy

Purpose

To ensure that the Manitoba Arts Council's (MAC) employment practices comply with the *Accessibility for Manitobans Act* and the *Accessible Employment Standard Regulation*.

Introduction

The *Accessibility for Manitobans Act* (AMA) is provincial legislation introduced to identify, remove, and prevent barriers to accessibility. Standards will be developed in five key areas of daily living. These standards will outline specific measures to be taken by public sector and private sector organizations. Changes will result in improved accessibility for all Manitobans, regardless of (dis)abilities.

MAC strives to ensure that our policies, practices, and procedures are consistent with the principles outlined in the *Accessible Employment Standard Regulation*. Our policies, practices, and measures reflect principles of dignity, independence, integration, and equal opportunity for people with disabilities.

MAC aims to remove barriers in its workplace. If a barrier cannot be removed, MAC will seek to provide reasonable accommodations to affected employees.

This policy applies to Manitoba Arts Council management and employees.

Definitions

Accessibility

Related to this policy, accessibility means ensuring people of all abilities have opportunities to participate fully in everyday life. Accessibility refers to the ability to access and benefit from a system, service, product, or environment.

Accessible formats

Information provided in a way that is accessible to people with disabilities. Examples include large print, recorded audio, or Braille instead of standard printed material.

Barrier

As related to this policy, barriers are obstacles that limit access and prevent people with disabilities from fully participating in society. Most barriers are not intentional. Barriers usually arise because the needs of people with disabilities are not considered from the beginning.

Communications

The exchanging of information or news.

Communication supports

Supports that individuals with disabilities may need to access information. Examples include:

- captioning
- alternative and augmentative communication supports
- plain language
- sign language
- other supports that facilitate effective communications

Information

Data, facts, and knowledge that convey meaning. They can exist in:

- text
- audio
- video
- images

Pre-employment Accessibility Requirements

Remove barriers to recruitment and selection

During recruitment, MAC informs potential applicants that reasonable accommodations are available during the selection process and responds to requests for accommodations. MAC includes a statement on all job postings that reasonable accommodations are available to applicants with disabilities and seeks advice from applicants on how best to accommodate their needs.

Inform of workplace accommodations when offering employment

When hiring, MAC informs selected applicants of our policies and practices for accommodating employees with disabilities. MAC includes information about workplace accommodation in our letter of offer to new employees and new employee orientation materials.

Employment Accessibility Requirements

Inform employees about accommodation policies and practices

MAC keeps employees informed about our accommodation policies and practices for employees with disabilities.

Communicate in a way that meets the needs of employees

MAC aims 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, MAC consults with the employee to identify the accessible formats, or communication supports needed when providing information to the employee.

Provide individualized accommodation plans

MAC provides reasonable accommodations by developing and documenting individualized accommodation plans for employees with disabilities who request them. The individualized accommodation plan may include:

- accessible formats and communication support
- workplace emergency response information
- details of how and when any other accommodations will be provided

When the plan will be reviewed, employees will participate and cooperate in the accommodation process by:

- 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.

Manage performance

MAC ensures our performance management process considers the following:

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

Put return-to-work processes in place

Our return-to-work practice ensures reasonable accommodations for employees who are absent due to a disability or health condition. MAC will make efforts to modify an employee's duties and work schedule based on their functional abilities.

Our aim is to increase duties safely to help an employee reach their full potential. MAC keeps in touch with an absent employee throughout their recovery to help them maintain a connection with the workplace and to show that they are valued. MAC ensures supervisors and co-workers support employees who have been absent due to a disability and participate in the return-to-work process.

Provide workplace emergency response information

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

Once MAC learns an employee requires assistance during a workplace emergency, MAC offers the employee individual workplace emergency response information as soon as possible. If an employee who receives workplace emergency response information requires the assistance of another person during an emergency, MAC obtains consent from the employee who will assist, and informs that person how to assist.

Maintain privacy

MAC protects the privacy and confidentiality of an employee's personal information and personal health information. MAC will only collect, use, and disclose information as required for the purposes of the Accessibility Standard for Employment, unless otherwise agreed to by the employee.

MAC also follows the requirements of other privacy legislation, including the *Freedom of Information and Protection of Privacy Act* (Manitoba) and the *Personal Health Information Act* (Manitoba).

Provide training

MAC provides training on how to accommodate employees with a disability to staff who have the following responsibilities as part of their job description:

- 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

Modifications to this or other policies

We are committed to ensuring that our public service policies, practices, and procedures respect and promote the dignity and independence of all persons. No changes will be made to this policy before considering the impact on people with disabilities.

Questions about this policy

This policy exists to achieve service excellence to people with disabilities. If you have a question about the policy, or if the purpose of this policy is not understood, please contact our Accessibility Coordinator:

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