



## **Accessibility for Ontarians with Disabilities Act (AODA) Workplace Accessibility Policy**

### **Policy Statement**

Enesco Canada (“the company”) will make our workplace accessible by implementing accessible practices related to hiring, sharing information, and providing feedback to employees. In addition, the company will communicate our accessibility policies, create accommodation plans, and help employees with disabilities to return to work. This policy applies to all employees.

### **Purpose**

The company’s aim is to fully include individuals with disabilities and is dedicated to providing goods and services by eliminating barriers and improving accessibility.

### **Approach**

To make our workplace accessible, the company will:

#### **1. Make hiring accessible**

The company will advise job applicants that the company will accommodate the needs of people with disabilities. The company will ensure that this information is included on our company website and in job postings.

The company will provide accommodation for people with disabilities during job interviews, and for successful candidates, as needed.

## **2. Make workplace information accessible**

The company will provide accessible workplace information when an employee with a disability asks for it. This includes:

- any information that employees need to perform their jobs
- general information that is available to all employees at work—including company newsletters and information about company policies and health and safety
- information about emergency procedures

## **3. Consider the needs of employees with disabilities**

The company will consider the needs of an employee with a disability during the following situations:

- conducting formal or informal performance reviews
- promoting or moving an employee with a disability to a new job

For example, the company may make documents available in large print for an employee with low vision.

## **4. Communicate our accessibility policies**

The company will advise employees about our accessibility policies when they are hired and whenever the policies are amended.

## **5. Make accommodation plans**

The company will work together with employees with disabilities to determine and implement appropriate accommodation plans, in accordance with the AODA guidelines. Final decisions rest with the company in relation to accommodation plans.

In creating an accommodation plan, an employee with a disability will be advised of the following:

- how the employee can participate in the development of their individual accommodation plan
- that the employee's needs will be individually assessed
- that the employee can ask for a representative from the workplace to participate in the development of the accommodation plan
- that the company can request assistance from an outside expert (at the company's expense)
- that the company will take steps to protect the privacy of the employee's personal information
- how and when the company will provide the employee with their personalized accommodation plan
- the schedule for when and how the plan will be reviewed and updated
- that the company will advise an employee if their individual accommodation plan has not been accepted
- that the company will provide the plan in an accessible format

#### **6. Help accommodate employees at work with disabilities, and help employees with disabilities return to work**

If an employee has a disability and/or is absent from work due to a disability and requires disability-related accommodations to return to work, the company will develop and implement an accommodation plan. The company will create such a plan by doing the following:

- assessing individual needs
- considering alternative work arrangements
- respecting the employee's right to privacy and confidentiality
- maintaining appropriate communication

- respecting the dignity of the employee while maximizing their contribution to the company

Employees are expected to take responsibility for their own accommodation needs and to work with the company to explore possible solutions.

The company may request assistance from an outside expert, including an independent medical examination, to assess accommodation requirements. The employee is expected to cooperate in this process.

The company will select the accommodation method that is least disruptive to the company's business and balances the needs of all employees.

Once an accommodation plan has been implemented, the company expects the employee to meet any agreed upon performance and job standards. The employee is also expected to work with the company on an ongoing basis to evaluate the accommodation plan and determine whether it is still required.

### **Exception**

Some of the procedures pertaining to accommodation plans may not apply if the employee's injury or illness is covered by the return to work provision under any other Ontario law.

### **Related Policies:**

- Enesco Canada Corporation Accessible Customer Service Policy
- Enesco Canada Information Accessibility Policy

### **Effective Date:**

January 1, 2016

### **Approved By:**

Grace Kiss, President