

Accessibility Policy- Employees

JH Staffing Solutions-401

January 2024

JH Staffing Solutions' Accessibility Policy - Employees

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STATEMENT OF COMMITMENT 401.1

JH Staffing Solutions is committed to understand its obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute or limit its obligations under the *Ontario Human Rights Code (Code)* or obligations to employee with disabilities under any other law.

JH Staffing Solutions' business nature obstructs it from developing one fit-for all accessibility policy for all its staff. This policy is a grounding guidance document that requires a case-by-case applicability. An employee's disability accommodation assessment upon request and under the *Code* will be the default method to assess accommodation requests from individual employee facing disability-related barriers. If you are an employee facing disability-related barriers, contact your supervisor and ask about the accommodation assessment process.

COMMUNICATION 401.2

JH Staffing Solutions communicates with employees with disabilities taking into account their disability. And we will work with the employee with disabilities to determine what method of communication works for them.

EMERGENCIES 401.3

JH Staffing Solutions understands that there may be unpredictable and unpreventable bomb or any other similar threats, or flooding, fire, earthquake, weather-related activities that cancel school buses and/or cleaning crews' efforts, or any nature-related event that prevents the regular operations of JH Staffing Solutions that may require staff to behave in a certain way to protect their health and safety.

JH Staffing Solutions strives to make its health and safety policy and procedures accessible. It invites its employees with disability to connect with their supervisors and ask for mechanisms available during emergencies and provide feedback about whether the available mechanisms fit their particular needs in case of emergencies.

SERVICE ANIMALS 401.4

We welcome employees with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public and third parties. We may ask for documentation (template, letter or form) from a regulated health professional that confirms the employee needs the service animal for reasons relating to their disability.

A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the employee perform certain tasks.

If service animals are prohibited by another law, we will explain why the animal is excluded and discuss with the employee considering a request of accommodation under the *Code*.

NOTICE OF DISRUPTION 401.5

In the event of a planned or unexpected disruption of work, JH Staffing Solutions will notify employees promptly. JH Staffing Solutions will include in its notice all relevant information that is not commercially sensitive. This may include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

INFORMATION AND COMMUNICATIONS 401.6

JH Staffing Solutions have a process for receiving and responding to feedback and the process is accessible to employees with disabilities upon request. We communicate with employee with disabilities in ways that take into account their disability. When asked, we will provide relevant information about JH Staffing Solutions and its services that is not commercially sensitive, in accessible formats or with communication supports in a timely manner, taking into account the employee's accessibility needs due to disability.

JH Staffing Solutions would consult with the employee making the request in determining the suitability of an accessible format or communication support. If JH Staffing Solutions determines that information or communications are unconvertible, the organization would provide an explanation as to why the information or communications are unconvertible; and a brief of the unconvertible information or communications.

JH Staffing Solutions would make reasonable efforts to meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

CHANGES TO EXISTING POLICIES 401.7

Any policies of this organization that may not respect and promote the principles of dignity, independence, integration and equal opportunity for employee with disabilities may be modified or removed.

TRAINING 401.8

JH Staffing Solutions is committed to training all staff in accessible employee service that relates to employees with disabilities, as necessary linked to the nature of its business and the particular barriers of the employee(s).

Our training may include but is not limited to the purpose of the *AODA* and the requirements of the Employee Service Standards, our policies related to the Employee Service Standards, best practices interacting and communicating with employee with various types of disabilities, whether they use or not assistive devices or require the assistance of a service animal.

DEFINITIONS 401.9

Barrier: anything that prevents a person with a disability from accessing JH Staffing Solutions goods and services because of that person's disability.

Customer: includes potential customers.

Disability: Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness.

Employee: includes job applicants.

REFERENCES 400.10

This policy references the following related documents:

- 1. *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*
- 2. *O. Reg. 191/11: Integrated Accessibility Standards*
- 3. *JH Staffing Solutions’ accommodation policies and practices*

ADMINISTRATION 400.11

This policy was first written and implemented on January, 2024. It was developed, updated, and reviewed by JH Staffing Solutions’ human resources department.

If customers have a question or comment about the policy, they should contact:

hr@jhworldservices.com

The policy is reviewed periodically, but at least once every five years.

ACKNOWLEDGEMENT & RECEIPT 400.12

Date

I, _____, hereby acknowledge receipt of JH Staffing Solutions’ Accessibility Policy for employees, which I have read and understand.

Staff’s signature _____

Supervisor/Manager _____
JH Staffing Solutions

This page is to be forwarded to JH Staffing Solutions’ head office immediately after signing.