



# **ACCESSIBLE EMPLOYMENT PRACTICES FOR PROVINCIALY REGULATED EMPLOYERS IN ONTARIO**

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As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce. One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resource management, recruitment and retention efforts.

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## WANT MORE?

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## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT

This resource references *Accessibility for Ontarians with Disabilities Act*. This Ontario based legislation outlines accessibility standards that came into effect in 2005. They are comprehensive and employers who follow them will likely be compliant with similar legislation from other provinces however consult your own provincial standards to confirm your legislative requirements. Employers not governed by the *Accessibility for Ontarians with Disabilities Act* or other legislation, who choose to adopt the principles of this legislation will lead the market in their employment practices for persons with disabilities.



# INTRODUCTION

To comply with the *Accessibility for Ontarians with Disabilities Act* (<https://aoda.ca/the-act/>) and its *Accessible Employment Standard* (<https://aoda.ca/the-act/#partiii>), provincially regulated employers in the trucking and logistics sector in Ontario must make their employment practices accessible to meet the needs of job applicants with disabilities.

Consider the following as you build accessible employment practices for people with disabilities.

## 1) INCLUDE ACCOMODATION STATEMENTS IN JOB POSTINGS

The *Accessible Employment Standard* under the act makes clear the requirements for notifying persons with disabilities about the availability of accommodations throughout the recruitment and selection process. However, how they are written and the language used can vary from formal and detailed to more casual in nature. As employers in the trucking and logistics industry, you are encouraged to make your statements reflective of your brand and work culture.

Examples of statements to include in job postings and recruitment information:

### Example 1

[*Company Name*] is committed to providing accessible employment practices, in compliance with the *Accessibility for Ontarians with Disabilities Act*. Applicants are asked to make accommodation requests to [*Company Name*] and we will make every effort to ensure that those requests are met throughout the recruitment process.

### Example 2

[*Company Name*] is an equal opportunity employer committed to diversity. We are committed to providing employment in accordance with the *Canadian Human Rights Act* and the *Accessibility for Ontarians with Disabilities Act*. Any assessment and selection materials or processes used during the recruitment process will be available in an accessible format to applicants with disabilities, upon request. If contacted for an interview, please advise the Recruiter if you require disability-related accommodation.

### Example 3

[*Company Name*] believes in and is committed to promoting diversity in our workforce. We do not make hiring or employment decisions based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status and record of offences.



We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please don't hesitate to reach out! We celebrate our inclusive work environment and welcome members of all backgrounds and perspectives to apply.

## 2) INCLUDE ACCOMADATION STATEMENTS IN JOB OFFERS

When making offers of employment, employers should notify successful applicants of company policies regarding requests for accommodation. You can do this by including a statement in your job offer.

### Examples of statements to include in job offers:

#### Example 1

[Company Name] is committed to providing accessible employment practices, in compliance with the *Accessibility for Ontarians with Disabilities Act*. If you have accommodation requests related to your employment at [Company Name], please contact your hiring manager. As part of the orientation to your role, you will receive training on the *Accessibility for Ontarians with Disabilities Act* and related [Company Name] policies.

#### Example 2

Should you require a workplace accommodation in order to perform your job more effectively (for example workstation and/or work area access, modifications to technology or equipment, or vehicles), please let us know! We will work with you to meet your needs and accommodation requirements.

## 3) DIVERSIFYING YOUR RECRUITMENT SOURCES

Employers can attract persons with disabilities the same way as they would recruit anyone else. In addition, there are some great resources and organizations that can assist employers wishing to hire from this talent pool.

### Job Bank (<https://www.jobbank.gc.ca/employersz>)

A Government of Canada site where employers can post job advertisements for free and market them to persons with disabilities. Job Bank has complimentary tools and services that help those job seekers with disabilities connect to the right employer.

### Ontario Disability Employment Network (<https://www.odenetwork.com/>)

ODEN is a province-wide organization that connects employers and employment service providers to increase employment opportunities for job seekers with a disability. They offer a rich array of services to help businesses develop and engage a diverse and inclusive workforce.



### **WORKink™** (<https://www.workink.com/>)

As the Canadian Council on Rehabilitation and Work's (CCRW) employment site, WORKink™ provides Canadians with disabilities a dedicated space to look for job postings by employers that are offering inclusive and supported employment.

### **Jobs Ability Canada** (<https://jobsability.ca/>)

A virtual platform that connects job seekers who have disabilities to employers. By subscribing to Jobs Ability Canada, employers can search for qualified job seekers and post job openings.

### **The Canadian Association for Supported Employment** (<https://supportedemployment.ca/>)

CASE is a national association for the supported employment sector. They work with employment service providers, employers, community allies, and stakeholders working toward employment inclusion of people experiencing disability.

### **Abilities to Work** (<https://www.abilitystowork.ca/>)

A not-for-profit organization that supports persons with disabilities find opportunities in employment, education and training. They offer free services to employers that include pre-screening from their pool of candidates, hiring incentives, accommodation training plans and job coaching to assist with on-the-job training.

### **Discover Ability Network** (<https://magnet.whoplusyou.com/lp/disabilitydiscovery>)

A free online portal and resource hub, powered by Magnet, that connects businesses directly to persons with disabilities.

### **March of Dimes Employment Services**

(<https://www.modcemploymentservices.ca/services/employer-services/>)

A leading Canadian organization whose mission it is to maximize the independence and participation of people with disabilities in the workplace. MODC Employment Services offers a comprehensive suite of services to help employers find and retain the best candidates for their organization.

### **Ontario Job Opportunity Information Network** (<https://joininfo.ca/employers/>)

Ontario JOIN offers a one stop recruitment service for employers wanting to employ persons with disabilities. They will post jobs, share with their network and match qualified candidates from their diverse pool of qualified candidates.

**Want more?** Trucking HR Canada has built the *Connector Tool*, an online database of organizations that can help employers build more inclusive workplaces for people with disabilities. Visit <https://truckinghr.com/connector-tool-outil-de-connexion/>



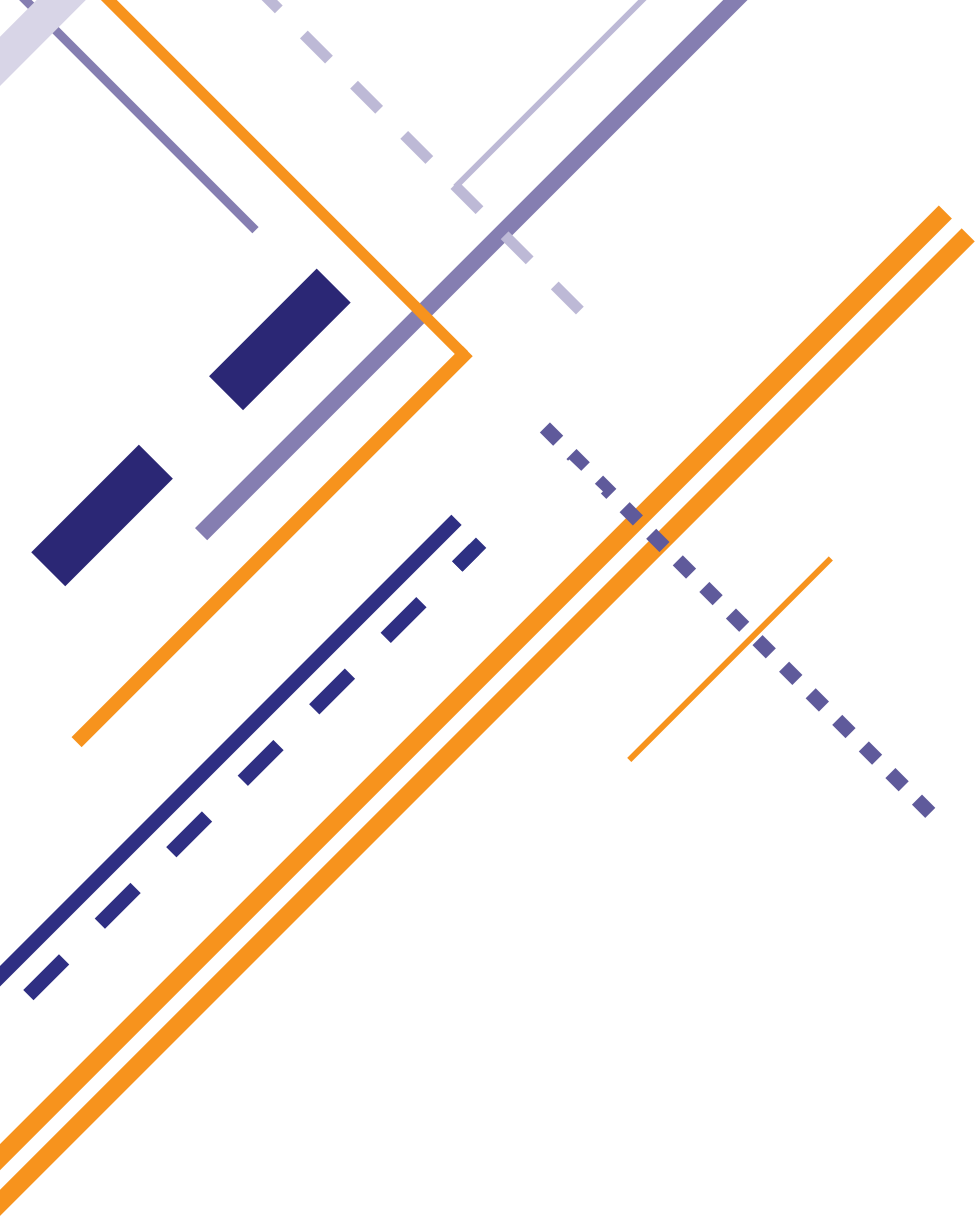
## ADDITIONAL IDEAS

Posting jobs to targeted websites and local community agencies can give your company a great start if you are seeking to hire persons with disabilities.

### Other approaches you can explore include:

- Reviewing the information on your websites. Is the message that you are sending to potential candidates attractive to persons with disabilities? The language should be inclusive and show that persons with disabilities belong in your business.
- Disability specific organizations can be a potential source for recruitment. They can also provide information and training about specific disabilities and describe the types of supports or accommodations an individual with a disability might need. A few examples include:
  - Canadian National Institute for the Blind
  - Canadian Association of the Deaf
  - The War Amps
  - The Learning Disabilities Association of Canada





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