



# Ensuring Candidates Know About Your Commitment

Updated September 2024

DRAFT

Distribution

## ABOUT TRUCKING HR CANADA

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.

**Visit [truckinghr.com](https://truckinghr.com) to find out more.**

## DISCLAIMER

The information contained within does not constitute legal advice. Trucking HR Canada, and all content contributors, bear no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the recommendations contained in this document.

## WANT MORE?

Visit the HR Resource Library on Trucking HR Canada's website for up to date, practical HR management guides and tools designed specifically for trucking and logistics employers.

*Employers participating in the 2024 THRC pilots of new tools can also refer to their [resource list](#) and are welcome to call their designated advisor for consultation and guidance.*

## INTRODUCTION

To reflect best practices and to comply with relevant legislation, employers must make their employment practices accessible to meet the needs of job applicants with disabilities.

### 1) INCLUDE ACCOMMODATION STATEMENTS IN JOB POSTINGS

Employment standards under acts in various jurisdictions have clear 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 relevant legislation [e.g., *Accessibility for Ontarians with Disabilities Act* or *Accessible Canada Act* or other]. 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 applicable human rights legislation and accessibility regulations. Assessment and selection materials or processes used during the recruitment process can be made 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 ACCOMMODATION 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 applicable human rights legislation and accessibility requirements. [*relevant legislation for your jurisdiction*]. If you have accommodation requests related to your employment at [*Company Name*], please contact your hiring manager, either by phone, email, or in person. As part of the orientation to your role, you will receive training on the accessibility requirements for our business and on the related [*Company Name*] policies.

#### Example 2

Should you require 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. You can reach out to us through a variety of methods, including via phone, email, or in person.

### 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. Consider reaching out to them for advice and services.

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 that an individual with a disability might need.

Develop a partnership with diversity-focused associations that can be helpful in recruitment. Share information with them, such as:

- Explain your company's commitment to providing accessible formats to candidates.
- Describe your process for identifying and implementing accommodations.
- Share some of the successes and the challenges you have had with attracting candidates who have disabilities.

### Looking for contacts?

- Visit the THRC [Connector Tool](#), an online database of organizations that can help employers build more inclusive workplaces for people with disabilities.
- In addition, this federal government site provides more than 30 links to associations, non-profit organizations and government resources providing recognized expertise in particular aspects of disability inclusion. [Guide to Planning Inclusive Meetings - Canada.ca](#) (Sect. 5 – Resources)

## 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. Reach out to your customers to ask them to spread the word in their networks.

Review 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.

In your company marketing and public relations, highlight some examples of the successes you have had with including persons with disabilities in your business.

**Want more?** Review the additional tips in this Trucking HR Canada resource: [Attracting New Talent – Persons with Disabilities](#)