

EMPLOYMENT POLICY

AODA – Integrated Accessibility Standards Policy

Application: All Ontario Employees

In alignment with the goal of the Ontario Government to make Ontario barrier free by 2025, GS1 Canada supports the full inclusion of persons with disabilities as set out in the:

- Canadian Charter of Rights and Freedoms;
- Ontario Human Rights Code;
- Ontarians with Disabilities Act (ODA), 2001;
- and the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

The purpose of the AODA is to develop, implement and enforce standards for accessibility related to goods, services, facilities, employment, accommodation and buildings. Compliance of the AODA will be required in phases with a target completion date of January 1, 2025. This next phase – Information and Communications Standards and Employment Standard – includes the roll-out and implementation of the **GS1 Canada Integrated Accessibility Standards Regulations (IASR) Policy**.

This policy and plan addresses business practices and training needed to provide better communication and employment practices to persons with disabilities.

Our Commitment

GS1 Canada is committed to helping all employees, customers, stakeholders and subscribers in a way that respects the dignity and independence of persons with disabilities. This includes providing accessible and equitable support to all persons, including those with disabilities. GS1 Canada will identify, remove and prevent accessibility barriers that may prevent the full participation of persons with disabilities in the workplace. This includes:

- Physical;
- Environmental;
- Attitudinal; and
- Communication and technological challenges.

Accessible Format

This Accessibility Policy and Plan for Employment is available in an accessible format upon request.

Multi-Year Accessibility Plan

GS1 Canada has developed and will follow a [Multi-Year Accessibility Plan](#) that outlines our strategy for preventing and removing barriers from the workplace in accordance with the IASR. The Plan will be reviewed and updated every five years.

Training

GS1 Canada will ensure that all persons to whom this policy applies receives training as required by the Integrated Accessibility Standards regulations. In addition, training will be provided to GS1 Canada employees as part of the orientation training for new employees, and as needed.

The training material will explain:

- The purpose of the Accessibility for Ontarians with Disabilities Act, 2005;
- Information about the Ontario Human Rights Code;
- The requirements of the Integrated Accessibility Standards regulations;
- Information about GS1 Canada's policies, procedures, and guidelines pertaining to the Integrated Accessibility Standards Regulations including;
 - Information and Communication Standards
 - Employment Standard

Employees will be trained on policies, practices and procedures that support the full participation of persons with disabilities in the workplace.

GS1 Canada will keep records of training provided including dates and the number of participants involved in the training.

Information and Communications Standard

1. Feedback

GS1 Canada will continue to ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports upon request.

GS1 Canada will advise the public about the availability of accessible formats and communication supports with respect to its feedback processes through a notification on the GS1 Canada website.

2. Accessible formats and communication supports

Upon request, GS1 Canada will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account each person's accessibility needs due to disability and (if applicable) at a cost that is no more than the regular cost charged to other persons. GS1 Canada will consult with the person making the request for an accessible format or communication supports when determining the suitability of an accessible format or communication supports.

GS1 Canada will continue to advise the public about the availability of accessible formats and communication supports on the GS1 Canada website.

3. Emergency Procedures, Plans or Public Safety Information

GS1 Canada will provide emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

4. Accessible websites and web content

GS1 Canada will ensure that its website, including web content, conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA, except where meeting the requirement(s) is not practicable.

Employment Standard

GS1 Canada is proud to have a diverse workforce, with a safe, inclusive and accessible work environment. The organization's policies and practices are intended to foster diversity, inclusiveness and accessibility, while ensuring that the workplace is free from discrimination and harassment.

1. Recruitment

In our recruitment processes, GS1 Canada will advise employees and the public about the availability of accommodation for applicants with disabilities.

2. Recruitment, Assessment or Selection Process

GS1 Canada will notify job applicants, when they are individually selected to participate further in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected job applicant requests accommodation relating to their participation in the hiring process, GS1 Canada will consult with the applicant and provide or arrange for the provision of suitable accommodation that takes into account the applicant's disability-related needs.

3. Notice to Successful Applicants

When making offers of employment, GS1 Canada will notify successful applicants of our policies for accommodating employees with disabilities.

4. Informing Employees of Supports

We will notify our employees of GS1 Canada's policies (and any updates where there is a change to those policies) for supporting employees with disabilities, including our policies regarding the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new hires as soon as practicable after they commence employment.

5. Accessible Formats and Communication Supports for Employees

Should an employee with a disability ask for information in an accessible format or to receive communication supports, GS1 Canada will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that the employee needs to perform his/her job, as well as information that is generally available to other employees.

In determining the suitability of an accessible format or communication supports, GS1 Canada will consult with the employee making the request.

6. Workplace Emergency Response Information

GS1 Canada will provide individualized workplace emergency response information to employees with disabilities where the disability is such that individualized information is necessary and GS1 Canada is aware of the need for accommodation. GS1 Canada will provide workplace emergency response information as soon as practicable after learning of the need for accommodation due to an employee's disability.

Where an employee who receives individualized workplace emergency response information requires assistance, GS1 Canada will designate a person to provide assistance and, with the employee's consent, GS1 Canada will provide the workplace emergency response information to such person.

GS1 Canada will review individualized workplace emergency response information, at minimum, whenever:

- the employee's overall accommodation needs or plans are reviewed; or
- GS1 Canada reviews its general emergency response policies.

7. Documented Individual Accommodation Plans

GS1 Canada will develop and maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communication supports provided will also be included in individual accommodation plans. Additionally, the plans will include individualized workplace emergency response information (where required and in accordance with the Workplace Emergency Response Information Standard). Plans will also identify any other accommodation that is to be provided.

8. Return to Work Process

GS1 Canada will develop and maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process will outline the steps that GS1 Canada will take to facilitate the return to work and will include documented individual accommodation plans.

9. Performance Management, Career Development and Advancement

GS1 Canada will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, or providing career development and advancement to employees.

Modifications to this or Other Policies

GS1 Canada is committed to developing policies that respect and promote the dignity and independence of persons with disabilities. All GS1 Canada policies and procedures will be developed or updated to respect and promote full access to our services.