

Accessibility Plan and Policies

This 2021-2026 accessibility plan outlines the policies and actions that Nightingale has and will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Globally, Nightingale is committed to being a disability confident organization and to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).

Accessible Emergency Information

Nightingale is committed to providing employees with available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary. A formalized plan has been created and is available in accessible or easily convertible formats upon request.

Training

Nightingale will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Codes as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Nightingale will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws.

- Conduct an AODA training session for all customer care staff.
- Include AODA topics in on boarding training for staff hired.

Information and communications

Nightingale is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine the information and communication needs of people with disabilities. Nightingalechairs.com, the Nightingale public website, is currently WCAG 2.0 AA compliant. All changes to this website will continue to meet this accessibility standard.

Nightingale will take the following steps to ensure existing feedback processes in Ontario are accessible to people with disabilities upon request.

- Survey existing feedback processes
- Review processes and ensure accessibility

Nightingale will take the following steps to make sure all publicly available information in Ontario is made accessible upon request.

- Inventory publicly available information
- Ensure that, by type of information, accessible or easily convertible formats are available upon request

Employment

Nightingale is committed to fair and accessible employment practices. We have taken or will take the following steps to notify the public and staff that, when requested, Nightingale will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

- We have posted on all recruitment websites contact information for candidates to request accommodation for all stages of recruitment and interviewing.
- We will train recruiting and HR staff on reasonable accommodations policies as part of Employee Relations training conducted periodically and ongoing.
- We will notify all successful candidates for employment of our policies for accommodating employees with disabilities.

Nightingale will take the following steps to develop and put in place a process for developing individual accommodation plans for all employees who request a reasonable accommodation based on disability.

- Nightingale has a Reasonable Accommodations policy and process for persons with disabilities which are implemented through the Employee Relations Team.
- Nightingale will document this policy as a formal process for developing individual accommodation plans and make available in accessible or easily convertible formats for employees.

Nightingale will take the following steps to document its existing return-to-work policies for employees that have been absent due to a disability.

- As part of its short and long-term disability policies Nightingale has return-to-work policies which include accommodations for persons with disabilities which are implemented through the Employee Relations Team, and the Benefits Team.
- Nightingale will document this policy as a formal return-to-work for individuals with disabilities policy and make available in accessible or easily convertible formats for employees of the Toronto office.

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account for all Nightingale performance management, career development and redeployment processes for employees.

- Review all performance management, learning and career development systems and intranet sites
- Ensure that, by type of information, accessible or easily convertible formats are available upon request
- Document actions taken.

Nightingale will take the following steps to prevent and remove other accessibility barriers identified.

- Nightingale will provide, or arrange for the provision of, accessible formats and communication supports to employees for information needed to perform their jobs and information that is generally available in the workplace.
- Consult with the Nightingale H&S team for identification of existing or potential barriers

For more information on this accessibility plan or for accessible formats of this document, please contact

Ed Breen at:

Phone: +1 905-896-3434 x 225

Email: edbreen@nightingalechairs.com

