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# ACCESSIBLE EMPLOYMENT POLICY

## HIRING

Zander Sod Co. Limited welcomes and encourages applications from people with disabilities in our hiring process.

All postings will contain a statement ensuring we will accommodate the needs of people with disabilities.

During the hiring process, we will inform candidates selected for an interview that accommodations will be provided.

If an applicant or successful candidate requests an accommodation, we will discuss their needs with them and make adjustments to support them.

## WORKPLACE INFORMATION

Zander Sod Co. Limited is dedicated to helping employees understand all information pertinent to their job at our company. We will ask the employee how they need to receive information and work to accommodate this method. Some aspects include:

**A) INFORMATION FOR JOB PERFORMANCE-** Job descriptions, manuals, training packages, etc..

**B) GENERAL INFORMATION-** Company newsletters, bulletins about company policies and health and safety information, internal job postings, etc...

**C) INDIVIDUALIZED EMERGENCY RESPONSE INFORMATION-** Some aspects include:

- How the individual is made aware of an emergency situation (i.e visual/audible alarm, co-worker, pager device, existing alarm system, etc..)
- Assistance methods used (i.e. staff assistance, transfer instructions, etc...)
- Equipment logistics (i.e. devices, where stored, how to use them, etc..)
- Alternate evacuation routes
- Emergency Support Staff (name, location and/or contact information, type of assistance)
- Consent to share emergency information (document signed and review regularly)

An employee Emergency Response Information form and worksheet are available on our website.

## **COMMUNICATE ACCESSIBILITY POLICIES**

Zander Sod Co. Limited understands the need to educate employees about our policies to support people with disabilities. As such, information will be distributed to all existing employees, to new employees when they are hired and to all when policies are added, removed or changed. We may distribute this information via newsletter, email, website, bulletin board, employee package, or one-on-one.

## **ACCOMMODATION PLANS**

Zander Sod Co. Limited is fully supportive of individuals with disabilities and as such will work with them to create a documented plan to accommodate their needs. This process will include the following:

- Employee participation in the development
- Employee assessment on an individual basis
- Ability to request of a workplace representative by employee
- Ability to request of an outside expert, by employer at their expense
- Protection of employee's personal information (only disclosed to those essential to process, with the individual's documented consent)
- Review and update schedule
- Method and timing of presentation of plan to employee
- Method of conveying unaccepted plan to employee
- Method of providing workplace and emergency information in an accessible format if requested
- Any additional accommodation that is to be provided

An accommodation plan form is available on our website.

## **RETURN TO WORK PROCESS**

Zander Sod Co. Limited respects those who are absent from work due to a disability and require disability-related accommodations to return to work. We will work to accommodate the individual's changing needs to get him or her back to work.

A return to work process form is available on our website.

Sincerely,

  
\_\_\_\_\_  
Claus Zander- President

  
\_\_\_\_\_  
Date