

INTEGRATED ACCESSIBILITY STANDARDS & HUMAN RIGHTS POLICY

POLICY

Cook's School Day Care Inc will strive at all times to provide its services in a way that respects the dignity and independence of people with disabilities. We are committed to excellence in serving all of our clients and employees, including people with disabilities.

PROCEDURE

OPPORTUNITIES

We will give people with disabilities the same opportunity to access and benefit from our services, in the same place and in a similar way as other clients.

INFORMATION AND COMMUNICATIONS

When providing information to, or communicating with, a person with a disability, we will provide, on request, the information and communication in a manner that takes into account the person's disability. This includes our publicly available emergency information and feedback processes, including but not limited to surveys or comment cards.

EMPLOYMENT

Our employment practices will include notification of the availability of accommodation for applicants with disabilities, as well as supports for staff with disabilities. Where employee needs dictate, we will provide individualized workplace emergency response information to employees who have a disability. Our performance management and career development processes will take into account the accessibility needs of employees with disabilities.

Refer to **Accessible Employment Practices Policy** for expanded details.

TRAINING

Cook's School Day Care Inc will provide training to:

- Employees.
- Volunteers.
- Persons involved in developing policies for our organization.
- All others who provide goods, services or facilities on behalf of our organization.

Specifically, the following positions will be trained:

- Paid positions: administrative staff, frontline staff, kitchen staff, and support staff.
- Volunteer frontline staff.
- Board of director members.
- Home child care providers.

In November 2014, hard copy training material and/or directions to access online training were provided to existing paid positions (administrative staff, frontline staff, kitchen staff, and support staff), volunteer frontline staff, board of director members, and home child care providers. The training by those identified was completed and verified by signature on the master records retained by the Executive Director.

New staff will be provided with access to the training material (hard copy and/or online) immediately upon confirmation of employment. The training must be completed within one week of commencement of duties with Cook's. When the training is completed, the individual will verify by signature on the master records retained by the Executive Director.

Training materials provided cover:

- Integrated Accessibility Standards pertaining to:
 - General Requirements.
 - Information and Communications.
 - Employment Standards.
- Disability and Human Rights.

MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.