



# Co-op Accessible Employment Policy: Manitoba

## Purpose

Co-op is committed to developing policies, practices, and procedures which promote and respect dignity, independence, integration, and equal opportunity for all. We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected team members.

Co-op is committed to complying with the Accessibility Standard for Employment under *The Accessibility for Manitobans Act*.

The following policy statements, organizational practices and measures are intended to meet the requirements of Manitoba's Accessibility Standard for Employment.

## Definitions

## Application

This policy applies to all employees, agents and/or contractors, and volunteers including those that act on behalf of Co-op.

## Policy Details

1. Co-op supports employees by providing reasonable accommodations in the workplace. Employees may make a verbal or written request to their [manager, supervisor or Human Resources] for an individualized accommodation plan.
2. During recruitment, we inform potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodations.
3. We ensure our performance management process takes into account:
  - a. that an employee may be temporarily or permanently disabled by one or more barriers in the workplace
  - b. an employee's individualized accommodation plan
  - c. that the accommodations provided for an employee may not fully address a



workplace barrier

4. We keep employees informed about our accommodation measures, policies and practices for employees with disabilities. We also provide updates to employees when this information changes.
5. We aim to meet the communication needs of our employees by providing workplace information and communications in ways that are easy to access for everyone.
6. We are committed to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability or health condition, and require reasonable accommodations to return to work.
7. We notify all employees of steps to be taken during emergencies, to ensure the safety of employees who are temporarily or permanently disabled.
8. We keep a written record of our accessibility and training policies.

## Documentation & Privacy

Co-op maintains employee privacy regarding accommodation plans and personal health information by the following practices:

- Co-op only collects, uses, and discloses information as required for the purposes of the Accessibility Standard for Employment, unless otherwise agreed to by the employee.
- We follow proper protocol when storing confidential employee information.
- We take appropriate steps to protect the confidentiality of our employees' personal information and personal health information.

## Questions

If you have questions about our accessible employment policy, please contact **Human Resources at 1-204-937-6414**.

Our accessible employment policy is available upon request and we provide this in a format that is accessible for the user.