

TDS PERSONNEL
1240 BAY STREET, SUITE 805
TORONTO, ON M5R 2A7
416-923-4397
WWW.TDSPERSONNEL.COM



TDS Personnel Accessibility Policy

This accessibility policy outlines the policies and actions that TDS Personnel will put in place to prevent and remove barriers for people with disabilities.

Statement of Commitment

TDS Personnel is committed 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, 2005 (AODA) and its regulations.

Information and Communications

We are committed to meeting the communication needs of people with disabilities.

We will ensure that all new websites and web content on all our Internet and Intranet websites conforms with WCAG 2.0, Level A.

We will ensure that all websites and web content on all our internet and websites conforms with WCAG 2.0, Level AA by January 1, 2021.

We will take the following steps to ensure recipients of existing feedback processes are aware of the availability of accessible formats and communication supports upon request.

- TDS Personnel will notify recipients of feedback processes relating to the availability of accessible formats and communication supports. These accommodations and communication supports will be provided in a timely manner and will consider the person's accessibility needs.

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

- Notify the public about the availability of accessible formats and communication supports.
- Implement an alternate format request form with multiple options for completion.
- Consult with the person making the request in determining the suitability of an alternative format or communication support.

Employment

We are committed to fair and accessible employment practices.

We will notify employees and the public about the availability of accommodations for applicants with disabilities in its job postings and within the formal employment offer letters.

We will create a written process for developing Individual Accommodation Plans for employees with disabilities. This process will include:

- The employee's participation in the development of the individual accommodation plan.
- Assessment on an individual basis.
- Timelines for providing accommodation.
- Individual emergency response plans, if applicable

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We will create a written process for developing return to work plans for employees that have been absent due to a disability and require accommodation to return to work. This process will include:

- The employee's participation in the development of the individual accommodation plan in conjunction with our standard process for employee return to work.

We will consider the accessibility needs of employees with disabilities as well as individual accommodation plans of employees when conducting performance management, providing career development and advancement to employees, or when employees are redeployed.

Training

We will provide training to all Ontario employees, and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. We will also ensure that anyone who provides services or facilities on our behalf receives such training. We will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessibility laws.

- Training will be provided to be completed by all current Ontario employees and by all new Ontario employees instructing them on the requirements of the Accessibility Standards and on the Human Rights Code as it pertains to persons with disabilities.

The training will be appropriate to the duties of the employees and other persons and it will be provided as soon as practicable to new employees and other persons, or when there are changes to any of our policies relating to accessibility for persons with disabilities.

Public Spaces

If TDS Personnel is building or making major modifications to a public space, such as service-related elements like service counters or waiting areas, it will comply with all legislative requirements and ensure that any third party engaged to complete the redevelopment or construction on its behalf complies with the requirements of the AODA and its regulations.

For more information on this accessibility policy at TDS Personnel and other related policies and forms, please contact:

T: 416-923-4397
tds@tdspersonnel.com