	HUMAN RESOURCES POLICY AND PROCEDURES	Policy No.	103HR		
		Issued by:	HR		
	Policy: Accessibility for Ontarians with Disabilities Act (AODA)	Approved by:	Executive Team		
		Effective Date:	September 21, 2017, June 18, 2018	Page 1 of 4	
		Review Date:	November 18, 2019		
		Revision No:	01		

PURPOSE

The [Accessibility for Ontarians with Disabilities Act, 2005](#) (“AODA”) became law on June 13, 2005. Under this legislation, the government of Ontario developed accessibility standards that identify, remove and prevent barriers for people with disabilities in key areas of daily living. These standards apply to private and public organizations across Ontario.

The goal of AODA is to create a more accessible Ontario, by identifying, and to the extent possible, prevent and eliminate barriers experienced with persons with disabilities.

POLICY

Evolve Biologics™ is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility, and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA), and Ontario’s accessibility laws.

SCOPE

This policy applies to employees at all levels, co-op students, and volunteers.

PROCEDURE

1. Information and Communication


Evolve Biologics is committed to communicating with employees and clients with disabilities in different or alternative ways that take into consideration their disability.

Staff will be trained on how to interact and communicate with employees and clients with disabilities in a manner that is respectful of an employee and client’s dignity and independence. Alternative methods of communication will be provided as requested.

2. Training and Records

Evolve Biologics is committed to training all employees, co-op students, and volunteers, in Ontario’s accessibility laws, and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

Evolve Biologics will provide training, and ongoing training, as required under the AODA Act to all persons to whom this Policy applies.

	HUMAN RESOURCES POLICY AND PROCEDURES	Policy No.	103HR	
		Issued by:	HR	
	Policy:	Approved by:	Executive Team	
	Accessibility for Ontarians with Disabilities Act (AODA)	Effective Date:	September 21, 2017, June 18, 2018	Page 2 of 4
		Review Date:	November 18, 2019	
		Revision No:	01	

- Training will include reviewing the most current eLearning training available from the Ontario Government, and will provide you with knowledge and understanding on:
 - “The Ontario Human Rights Code” and how the Code applies to people with disabilities, and the company’s duty to accommodate under the “Accessibility for Ontarians with Disabilities Act (AODA)
 - What the Code offers in terms of protection of rights, equal opportunity, and freedom from discrimination, and the company’s duty to accommodate people with disabilities
 - Understanding of accommodation needs based on an individual’s needs, and what is required
 - How to apply Human Rights principles, and Code obligations when implementing the AODA standards
 - Understanding and applying the Human Rights principles
- Timing of training
Training will be provided to all persons to whom this Policy applies as soon as practicable, and annually.
- Documenting of training
Records of training provided, including training protocol, the dates on which training is provided and the number of individuals to whom the training is provided shall be maintained in accordance to the requirements of the AODA Act.

3. Employment

Evolve Biologics will notify employees, potential hires, and the public that accommodations can be made during recruitment and hiring.

We will notify employees that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.


Where needed, Evolve Biologics will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, and career development processes will take into account the accessibility needs of all employees.

4. Integrated Accessibility Standards Regulation (IASR)

In accordance with the employment standards under the Integrated Accessibility Standards Regulation (IASR), and as outlined in Evolve Biologics’ multi-year accessibility plan, Evolve Biologics will ensure:

- Job postings specify that job and workplace accommodations are available to persons with disabilities, upon request
- Candidates selected for interviews are aware that accommodations are available upon request in

	HUMAN RESOURCES POLICY AND PROCEDURES	Policy No.	103HR		
		Issued by:	HR		
	Policy:	Approved by:	Executive Team		
	Accessibility for Ontarians with Disabilities Act (AODA)	Effective Date:	September 21, 2017, June 18, 2018	Page 3 of 4	
		Review Date:	November 18, 2019		
		Revision No:	01		

- relation to the materials or processes to be used
- Notices to successful applicants include policies and procedures available to accommodate persons with disabilities
- Employees or applicants are given the opportunity to request accommodation in a manner suitable to them
- Where Evolve Biologics is aware that an employee has a disability, and where there is a need for accommodation, Evolve Biologics will provide individualized workplace emergency response information to the employee as soon as practicable and in an accessible format, upon request
- Evolve Biologics is committed to informing all employees of policies to support employees with disabilities, and the accommodations available that take into account the specific needs of the individual throughout the employment cycle
- Evolve Biologics is committed to creating a process that is barrier-free when developing individual accommodation plans, and return-to-work schedules
- Evolve Biologics is committed to understanding the accessibility needs of employees with disabilities and will take those needs, as well as individual accommodation plans, into consideration when moving on performance management, and career development processes
- That current policies reflect the goals of the IASR, and support employees with disabilities through the various processes

5. Design of Public Spaces

Evolve Biologics will meet accessibility laws when building or making major changes to public spaces. Public spaces include:

- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, and rest areas
- Accessible off-street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas

We will put procedures in place to prevent service disruptions to our accessible parts of our public spaces.


6. Changes to existing policies

We will modify or remove an existing policy that does not respect and promote the dignity and independence of people with disabilities.

RESPONSIBILITY

Employees

All employees will complete the required training on Ontario's accessibility laws, and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

	HUMAN RESOURCES POLICY AND PROCEDURES	Policy No.	103HR		
		Issued by:	HR		
	Policy: Accessibility for Ontarians with Disabilities Act (AODA)	Approved by:	Executive Team		
		Effective Date:	September 21, 2017, June 18, 2018	Page 4 of 4	
		Review Date:	November 18, 2019		
		Revision No:	01		

Management

Evolve Biologics' management is committed to ensuring equal access and participation for people with disabilities. Management is committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. Management believes in integration, and is committed to meeting the needs of people with disabilities in a timely manner. Management will do this by removing and preventing barriers to accessibility, and meeting Evolve Biologics' accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA), and Ontario's accessibility laws.

Human Resources

Ensure compliance with this Policy.