

Notification Toolkit: Starting Conversations about Accessibility in the Workplace

Ensuring employees are comfortable asking about accommodations related to a disability makes workplaces safer and more productive.

The [Accessibility for Ontarians with Disabilities Act, 2005 requires employers to inform their employees of policies used to support employees with disabilities](#), including policies related to providing job accommodations for a disability.

One way to notify your employees is by using this Notification Toolkit.

The toolkit consists of:

- **A poster** that explains workplace accommodation in Ontario and notifies employees about the availability of workplace accommodations. Displaying the poster in a conspicuous place helps ensure employees are aware they must notify their employers of a need for an accommodation.
- **A sample notification** to give to new employees as they join the organization. Including this notice in a memo or orientation package informs employees about the policies at your organization related to employment accommodation.

Transparency around accommodation helps create a culture of accessibility and can be the first step towards a more inclusive workplace.

SAMPLE NOTIFICATION TEXT:

Subject line: Disability accommodations are available if you need them

The Accessibility for Ontarians with Disabilities Act, 2005 requires employers like our organization to have policies to support employees with disabilities who need workplace accommodations, and to notify all employees about these policies and any changes. Talk to your manager if you have any questions or needs.

Starting Conversations about Accessibility in the Workplace

Ministry for Seniors and Accessibility

What you need to know

1 in 7 Ontarians have a disability

People with disabilities are a significant part of Ontario's workforce. A person's disability can be permanent or temporary, and it can be visible or invisible.

It's good to talk about workplace accommodations

An employee should notify their employer if they have a need for accommodation as an important first step. Employers should also be alert to the needs of their employees.

Accommodation is a shared responsibility

Everyone involved, including the person asking for accommodation, should look for solutions together. Confidential conversations and collaboration between employees and employers lead to the best solutions. It's a myth that accommodations are always expensive or impractical.

Employers have a legal duty to accommodate employees with disabilities

The Ontario Human Rights Code requires employers to provide disability-related workplace accommodation up to the point of undue hardship.

Disability accommodations are available if you need them

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Workplaces across Ontario are becoming more accessible for employees with disabilities.

Accessibility levels the playing field, improves productivity, and makes workplaces healthier and safer for everyone.

For more information about your rights and responsibilities visit www.ohrc.on.ca and look for the elearning module **Working Together: The Code and the AODA**. For more information on accessibility requirements for employers visit Ontario.ca/accessibleemployment.

This document is available in an alternate format upon request.

