



# Accessible Employment Policy

Version 2.0

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RLG Systems Canada

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## Revision History

This document is a living document which is continuously being altered and maintained. Changes are summarized in the following table.

Date	V	Description	Author
24.08.2023	<b>1.0</b>	Initial version	Human Resources Department
29.12.2023	<b>2.0</b>	Revision and update	Nikol Markovic, Human Resources Director



## Table of Contents

1. Glossary.....	5
2. Intent.....	6
2.1. Statement of Commitment.....	6
3. Guidelines .....	7
3.1. Hiring .....	7
3.2. Accessible Workplace Information.....	7
3.3. Individual Accommodations.....	8
3.3.1. The Process for Developing an Individual Accommodation Plan.....	8
3.4. Return-to-Work Process.....	11
3.5. Performance Management and Career Development.....	11



## 1. Glossary

Term	Explanation
Accessible formats	Includes but not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.
AODA	Accessibility for Ontarians with Disabilities Act, 2005
Communication supports	Includes but not limited to captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.
Disability	The AODA and the Ontario Human Rights Code state that disability covers a range of visible and invisible conditions that may have been present from birth, caused by an accident, or developed over time. Some examples include:
	<ul style="list-style-type: none"><li data-bbox="393 925 1205 1035">any degree of physical disability, malformation, or disfigurement that is caused by bodily injury, birth defect or illness</li></ul>
	a mental disorder or condition of mental impairment or developmental disability a learning disability or dysfunction
IASR	Integrated Accessibility Standard Regulation
Redeployment	The reassignment of an employee to another department or job in the company as an alternative to layoff when their job or department has been eliminated by the company.

## 2. Intent

RLG Systems Canada is committed to providing accessible employment in accordance with the *Integrated Accessibility Standards Regulation* (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy sets out the standards for accessible employment. It does not apply to volunteers or other individuals who are not paid.

### 2.1. Statement of Commitment

RLG Systems Canada is dedicated to providing a healthy, barrier-free, inclusive, and accessible environment for all employees, clients, job applicants, customers, suppliers, stakeholders, and visitors who may enter our premises, access our information, or use our services. Our goal is to identify, remove, and prevent barriers for people with disabilities and ensure that our workplace, as well as our programs and services, are fully accessible, both in physical and virtual environments.

As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), and its associated regulations. We have established a Multi-Year Accessibility Plan that incorporates accessibility legislation into all our policies, procedures, equipment requirements, training, and best practices. This plan is reviewed annually, adjusted for organizational changes, and anticipated compliance deadlines. The policy will be applicable to all employees, customers, and stakeholders that interact with RLG Systems Canada, including members of the public.

We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The company ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Providing an accessible environment is a shared effort, and we work with the necessary parties to make accessibility for all a reality. For more detailed information on our accessibility policies, plans, and training programs, please contact Human Resources Department at [accessibility@rev-log.com](mailto:accessibility@rev-log.com).



## 3. Guidelines

### 3.1. Hiring

Accommodations are available from the beginning of the recruitment process. Information regarding the availability of accommodations is included in all job postings. Applicants selected to participate in an assessment or the selection process are informed that accommodations are available upon request. Where an accommodation is requested, the company consults with the applicant and provides or arranges for suitable accommodation that meets their individual needs. These could include, but are not limited to:

- Publishing job ads in accessible formats, for example, ensuring that job ads on our website can be read by screen-readers for applicants with vision impairments.
- Holding job interviews in locations that are accessible to applicants using wheelchairs or other mobility aids.
- Adjusting the format of job interviews or job evaluations to be accessible to applicants with different kinds of disabilities
- Allowing a personal support person to attend job interviews with the applicant where this is necessary to allow the applicant to fully participate in the interview.
- Providing additional time to complete tests or evaluations that are part of the job selection process, or to answer interview questions.

Successful applicants are made aware of the company's policies for accommodating employees with disabilities when an offer of employment is made.

### 3.2. Accessible Workplace Information

RLG Systems Canada ensures that new employees are aware of the policies and supports available for employees with disabilities as soon as reasonably possible after beginning employment and all employees are informed of any updates to existing policies. The company has the Accommodation Policy to support employees with disabilities.

Upon request, the company provides or arranges for the provision of accessible formats and communication supports for employees with disabilities regarding information needed to perform their job and other information that is generally available to all



employees in the workplace. Individualized workplace emergency response information is also provided to an employee with a disability where necessary. An employee who requires workplace information in an accessible format or with communication supports should contact Human Resources Department at [accessibility@rev-log.com](mailto:accessibility@rev-log.com). The company will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

### 3.3. Individual Accommodations

RLG Systems Canada creates, and documents, individual accommodation plans for employees with disabilities upon request. An employee with a disability who requires an individual accommodation plan should inform Human Resources Department at [HR.NorthAmerica@rev-log.com](mailto:HR.NorthAmerica@rev-log.com). These plans include:

- Information regarding accessible formats and communication supports, where requested;
- Individualized workplace emergency response information, where necessary; and
- Details of any other accommodation provided.

#### 3.3.1. The Process for Developing an Individual Accommodation Plan

- a) If you believe that you require accommodation due to a disability, please make a request to the Human Resources Department using the Accommodation Request Form.
- b) Your accommodation needs will be assessed on an individual basis by:
  - Meeting with you at the beginning of the process to discuss your needs.
  - Meeting with you during the development of the individual accommodation plan, as appropriate, to obtain your input into the accommodation measures we are proposing and how these will affect your individual needs.
- c) If necessary, requesting medical information and documentation from your treating physician or another medical expert or specialist regarding your individual needs, medical restrictions, and your individual prognosis.

In order to determine whether accommodation is necessary and how an effective plan can be achieved, RLG Systems Canada may require an evaluation by a medical

or other expert. In such a case, we will ask for, and expect your cooperation in providing, information from your treating physician. We may provide you with a letter or a Functional Abilities Form to take to your doctor to facilitate the reporting. Requested information will normally be limited to:

- Your prognosis
- Any medical limitations requiring accommodation in the workplace;
- Whether you are on a treatment plan (but not the details of that plan);
- Whether you are taking any medications that could affect your ability to carry out your job duties, and how (but not the names of any medications).

There may be times when we will need to obtain an expert opinion to assess your accommodation requirements, such as having you attend an independent medical examination or specialist appointment. This often provides us with more appropriate information for developing an accommodation plan. You are expected to cooperate with reasonable requests for expert opinions. We will reimburse you for the cost of any notes, documentation, or evaluations that we require you to obtain under this policy.

The role of your physician in the accommodation process is to provide information about your individual limitations and needs, as well as your prognosis (how long these limitations and needs are expected to last). Your physician's role is not to direct what accommodation looks like or to assess workplace dynamics.

d) We appreciate the sensitivity of medical information and will take steps to ensure confidentiality throughout this process. The measures that we will take to protect the privacy of your personal information may include:

- Sharing information within the organization on a strict need-to-know basis;
- Maintaining a separate employee file for personal medical information so that private information cannot be seen when your personnel file is reviewed;
- Keeping all employee medical information in secure locations.

e) Once we have the opportunity to discuss your needs with you and review any necessary medical information, the Company will prepare a draft written individual accommodation plan. The plan will set out, at a minimum:

- The accommodation to be provided;
- The timeline on which accommodation will be implemented;
- Information pertaining to accessible formats or communications supports being provided to you, if any;

- Individualized workplace emergency response information being provided to you, if any.
- f) We will meet with you to discuss the draft individual accommodation plan and will consider any input and suggestions you may have before the plan is finalized.
- g) RLG Systems Canada values your input and recognizes the importance of your participation in developing an individual accommodation plan; however, we also reserve the right to select the accommodation measure that is least disruptive to our business and that balances your needs with the essential needs of all employees.
- h) If, as a result of a disability, you require the individual accommodation plan to be provided to you in an accessible format, please make a request to the Human Resources Department.
- i) Once your individual accommodation plan is in place, it will be reviewed at least once per year to ensure that it continues to adequately meet your disability-related needs. The plan may be reviewed more frequently if there is a change (positive or negative) in your medical condition or a change in our business circumstances that could impact the appropriateness of the plan. The nature of the review will depend on the circumstances. For example, the normal annual review may involve only a short discussion between you and your manager to ensure that the plan continues to meet your needs, whereas a review prompted by a change in your medical condition may also involve collecting and reviewing the new medical information and obtaining your input into proposed changes to the plan.
- j) Requests for accommodation will generally be approved, unless we determine based on the medical information we have received that you do not require accommodation, a different form of accommodation may be more appropriate, or it would cause undue hardship to RLG Systems Canada to accommodate you.
- k) If we determine that it is not appropriate to provide you with accommodation, we will provide you with a written summary of our reasons. The summary will be provided in an accessible format upon request.

Where an employee is absent from work due to a disability and requires accommodations to return to work, the company will develop and document individual return-to-work processes.



### 3.4. Return-to-Work Process

If you are absent from work due to a disability and require disability-related accommodations in order to return to work, we will use the following process to facilitate your return to work:

- We will maintain contact with you during your absence to ensure that you remain up to date on developments that you will need to know about upon your return to work.
- We will develop a written accommodation plan for you using the processes above.
- If supported by your physician, your individual accommodation plan may include a gradual return to work, such as working limited hours or performing limited duties for a period of time and increasing your hours and duties over time.
- Once your individual accommodation plan has been finalized, you will be expected to report to work and perform the duties set out in it.
- If necessary and appropriate, additional training may be provided to you to facilitate your return to work and ensure you are capable of performing the assigned duties.
- If at any time you have difficulty completing the work you are assigned as part of your individual accommodation plan, please speak with your manager. Additional medical information may be required.

### 3.5. Performance Management and Career Development

The accessibility needs of employees with disabilities are considered in all aspects of the employment relationship, including during performance management processes, career development or advancement opportunities, and in the event of redeployment. Individual accommodation plans are consulted, where they exist, as part of these processes. The Individual accommodation plans are taken into account:

- Before and during any performance management activities, such as performance evaluations, coaching, warnings, or imposing performance improvement plans.
- When we make decisions regarding promotions, increased responsibilities, pay increases, or other career advancement opportunities.



- When we make decisions regarding your transfer to other departments or jobs within the organization as a result of the elimination of your department or position.

