

Human Resources Corporate Policies and Procedures			
TOWN OF PETAWAWA			POLICY #: A-03-11
POLICY: Accommodation for people with disabilities			
DATE: JULY 2013	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 1

PROCEDURE:

The following applies to **accommodation for people with disabilities**:

- (a) The Town of Petawawa shall notify employees and the public about the availability of accommodations for applicants with disabilities:
 - (i) During the recruitment process when job applicants are individually selected to participate in an assessment or selection process.
 - (ii) If a selected applicant requests an accommodation, the Town of Petawawa shall consult with the applicant and provide and/or arrange for the provision of a suitable accommodation that takes into account the applicant's disability.
 - (iii) Notify successful applicants of the policies for accommodating employees with disabilities.
- (b) When advertising for positions the following statement shall be included in the job advertisement:

“We are an Equal Opportunity Employer. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario *Human Rights Code*, the Town of Petawawa will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town of Petawawa of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.”