

# **ABC Montessori**

## **Accessible Human Resource Practices Policy**

### **2016 / 2017**

#### **COMMITMENT**

ABC Montessori is committed to make employment practices accessible to meet the needs of employees and job applicants with disabilities.

#### **Hiring**

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

During the hiring process, job applicants will be informed when they are selected for an interview that accommodation will be provided, if needed.

If an applicant or successful candidate requests an accommodation, their needs will be discussed with them and adjustments will be made to support them.

#### **Workplace Information**

We will provide workplace information in an accessible format if an employee asks for it. This includes:

- any information an employee needs to perform his or her jobs such as job descriptions
- general information that is available to all employees at work such as company newsletters, bulletins about company policies and health and safety information)

We will talk to our employees with disabilities about how they need to receive information.

We will also provide accessible emergency information to staff when we become aware an employee may need accommodation in an emergency.

#### **Performance Management**

In terms of performance management, we will consider the needs of an employee with disabilities when we:

- hold formal or informal performance reviews
- promote or move them to a new job

Examples include:

- making documents available in accessible formats (e.g., large print for people with low vision)
- providing feedback and coaching in a way that is accessible to them (e.g., using plain language for someone with a learning disability)
- providing the accommodations they need to successfully learn new skills or take on more responsibilities

### **Communication of Accessibility Policies**

We commit to communicate to our employees about policies to support people with disabilities. New employees will be educated, when they are hired, and communicated to all employees if there are changes the policies.

To communicate this information, we will use:

- newsletters
- emails
- memos
- websites
- bulletin boards
- staff meetings
- one-on-one conversations