

## Triathlon Ontario Accessibility Policy

Triathlon Ontario will make feedback processes accessible by providing accessible formats and communication support when requested. Members of the public may provide feedback by telephone at 416-426-7025, by email [info@triathlonontario.com](mailto:info@triathlonontario.com), and in person.

Triathlon Ontario will provide accessible formats and communications support as quickly as possible and at no additional cost when a person with a disability asks for them.

Triathlon Ontario is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities individualized emergency response information when necessary.

### Employment

Triathlon Ontario is committed to fair and accessible employment practices.

#### i. Recruitment, Assessment & Selection

Triathlon Ontario will:

- Notify employees and external applicants about the availability of accommodation for applicants with disabilities in its recruitment process.
- Notify applicants, when they are individually selected to participate in the assessment or selection process, that accommodation for disabilities are made available upon request in relation to the materials or processes to be used.
- If a selected applicant requests an accommodation, Triathlon Ontario will consult with the applicant and provide, or arrange for, the provision of a suitable accommodation that takes into account the applicant's accessibility needs.
- When presenting offers of employment, Triathlon Ontario will notify the successful applicant of its policies for accommodating employees with disabilities.

#### ii. Informing Employees of Supports

Triathlon Ontario will ensure that employees are informed of all accessibility policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

### **iii. Accessible Formats and Communication Supports for Employees**

Upon request by an employee with a disability, Triathlon Ontario will consult with the employee to provide accessible formats and communication supports for information that is needed to perform their job, and information that is available to other employees. In order to determine the suitability of an accessible format or communication support, Triathlon Ontario will consult with the employee making the request. Accessible formats and communications supports regarding general workplace information will also be provided to employees with disabilities.

### **iv. Workplace Emergency Response Information**

Triathlon Ontario will provide employees with disabilities individualized workplace emergency response information when the employee's disability is such that the information is required and Triathlon Ontario has been informed of the need to accommodate the employee's disability.

### **v. Documented Individual Accommodation Plans**

Triathlon Ontario will create a written process for the development of documented individual accommodation plans for employees with disabilities, which will include all elements required by the Regulation.

### **vi. Return to Work Process**

Triathlon Ontario will maintain a documented return to work process for employees who have been absent from work due to a disability and who require disability-related accommodations and support in order to return to work. The return to work process will clearly define and outline the steps Triathlon Ontario will take to facilitate the return to work and will include documented accommodation plans for each individual as part of the process.

### **vii. Performance Management, Career Development and Advancement and Redeployment**

Triathlon Ontario will continue to consider the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management reviews, providing career development and advancement to employees and when redeploying employees.

## **Design of Public Spaces**

At the present time, Triathlon Ontario does not plan on developing or redeveloping any of its public spaces, as defined in the Design of Public Spaces Standard. However, should we choose to do so, this policy will be revised to include the requirements there under and how we will achieve compliance.