
Statement of Commitment

These policy statements and practices are intended to meet the requirements of the [Accessibility Standard for Employment](#) under the [Accessibility for Manitobans Act](#). The Child Nutrition Council of Manitoba is committed to ensuring that equal opportunities exist for people with disabilities in order that they may participate fully and with dignity in the everyday activities of the Council.

This policy applies to all employees, contractors, board members

Pre-employment Accessibility Requirements

4.4.7 (1) Remove barriers to recruitment and selection.

Policy Statement:

- During recruitment, we inform potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodations.

Practices and Measures:

- We include a statement on all job postings that reasonable accommodations are available to applicants with disabilities, and we seek their advice on how best to accommodate their needs.
- When making interview arrangements in writing or verbally, we inform applicants that reasonable accommodations are available during the assessment and selection processes.
- We consult with an applicant who has made a request for an accommodation during the selection process, and strive to put the appropriate accommodation in place during the assessment or selection.

4.4.7 (2) Mention accommodations when offering employment.

Policy Statement:

- When hiring, we inform selected applicants of our measures, policies and practices for accommodating employees with disabilities.

Practices and Measures:

- We include information about our accessibility policies in our letter of offer to new employees and in our orientation materials.

Employment Accessibility Requirements

4.4.7 (3) Inform employees about accommodation policies and practices.

Policy Statement:

- We keep employees informed about our accommodation measures, policies and practices for employees with disabilities. We also provide updates to employees when this information changes.

Practices and Measures:

- We provide information to employees about our policies for employees with disabilities and any updates in multiple ways, such as: posted on an internal site, through staff emails, through discussions with board chairperson (in person, by phone or through email), and during board meetings.

4.4.7 (4) Communicate in a way that meets employees' needs.

Policy Statement:

- We aim to meet the communication needs of our employees by providing information and communications in ways that are easy to access for everyone

Practices and Measures:

- When a request is made to meet an employee's communication needs, we ask the employee what accessible format or communication support is most appropriate for them.
- We provide information to employees in multiple ways to meet everyone's needs, including circulating information electronically by email in accessible formats, orally and in writing at board meetings, sign language, captioning, and alternative communication supports when requested.

4.4.7 (5) Manage performance.

Performance management process means any process used by an employer to manage the work of individual employees or to plan, monitor and review an employee's work objectives and overall contribution to the employer's organization.

Policy Statements:

We ensure our performance management process takes into account the following:

- an employee may be temporarily or permanently disabled by one or more barriers in the workspace
- accommodations provided for an employee may not fully address a barrier

Practices and Measures:

- We meet with new staff three months into employment and at least once annually to discuss progress, new goals and any challenges. See CNCM Policies [4.3.3\(9\) Probationary Period Policy](#) and [4.3.3\(10\) Performance Appraisal](#).
- We speak with employees when they do not follow organization policy or meet expectations, and offer a spoken and written warning of consequences, including disciplinary action. See CNCM Policy [4.3.3\(14\) Positive Discipline Policy](#).
- Prior to imposing disciplinary measures, we consider whether there is a connection between concerns about job performance and barriers.

4.4.7 (6) Put return to work processes in place.

Policy Statements:

- Our return to work policy reflects our commitment to providing a safe and healthy working environment for employees who are, or have been, absent from work due to a disability or health condition, and require reasonable accommodations to return to work.
- We include a description of the process we will follow in determining the accommodations necessary to facilitate the return to work of employees who have been absent due to a disability or health condition.
- Our return to work policy ensures reasonable accommodations for employees who are at work or absent due to a disability or health condition. We will make efforts to modify employees' duties and work schedule based on their functional abilities. Our aim is to increase duties safely to help employees reach their full potential.

Practices and Measures:

- We keep in touch with absent employees and the Workers Compensation Board of Manitoba (WCB) (where involved) throughout the employees' recovery to help them maintain a connection with their work and to show they are valued.
- We offer meaningful and productive modified or alternate duties that are safe and within the employee's functional abilities.
- We are flexible and tailor the return to work plan to the employee's needs.
- We ensure board and co-workers support employees who have been absent due to a disability, and participate in the return to work process.
- We follow WCB's return to work process. See Manitoba Accessibility Office: [Employers' Handbook for Accessible Employment](#) and WCB's [Worker Handbook: Case Management and You](#).
- We recognize that pandemics, like COVID-19, pose serious health threats to people with pre-existing conditions, and we accommodate affected employees.

4.4.7 (7) Maintain privacy.

Policy Statements:

- We protect the privacy and confidentiality of employee's personal information and personal health information. We only collect, use, and disclose information as required for the purposes of the Accessibility Standard for Employment, unless otherwise agreed to by the employee.
- We also follow the requirements of other privacy legislation, including [The Freedom of Information and Protection of Privacy Act \(Manitoba\)](#) and [The Personal Health Information Act \(Manitoba\)](#).

Practices and Measures:

- We follow proper protocol when storing confidential employee information.
- We protect our employees' personal information and personal health information at all times, See CNCM Policy 4.3.3(5) Employee Personnel Files.

4.4.7 (8) Ensure Training

Policy Statements:

We will ensure training is taken on how to accommodate employees with a disability for staff and board members with the following responsibilities:

- recruiting, selecting or training employees
- supervising, managing (including terminating) or coordinating the work of employees
- developing and implementing employment policies and practices

Training content includes:

- how to make employment opportunities accessible to people with disabilities
- how to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal.
- an overview of [The Accessibility for Manitobans Act](#), [The Human Rights Code \(Manitoba\)](#), and the [Accessible Employment Standard](#)
- our organization's accessible employment policies, practices and measures, including updates or changes

Practices and Measures:

- We will ensure that new employees and management access training as soon as reasonably possible, and no later than two months after hiring.

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- We inform staff about updates to policies, practices and measures. Training is accessed as needed, following updates.
 - Staff maintain records of who has taken training and when.

RESOURCES AVAILABLE for TRAINING

Manitoba Accessibility Office

Workshops & Presentations: <https://accessibilitymb.ca/training.html>. The Disability Issues Office regularly offers these.

Through presentation and discussion, participants will learn how to develop policies and actions to help their organization comply with Accessibility Standards under The Accessibility for Manitobans Act. These two-hour workshops target individuals who are responsible for developing and implementing policies at their workplace or organization.

Online Training: <https://accessibilitymb.ca/online-training.htm>

The purpose of this online learning portal is to help Manitoba employers and organizations meet the minimum requirements for employee training required by the accessibility standards under The Accessibility for Manitobans Act (AMA). Learning Portals include: Accessible Customer Services and Accessible Employment.

Training offered in the community: A number of Manitoba organizations will customize training, in person and online, to meet an organization's needs. Some are able to track completion of training and provide certificates. [MB211](#) provides a list of Manitoba non-profit organizations that offer accessibility training and consultation. Select People with Disabilities, followed by Accessibility Awareness.

4.4.7 (9) Keep a written record of accessibility and training policies.

Policy Statements:

- We keep a written record of our accessibility and training policies to assist with training, information sharing, future planning and decision-making.

Practices and Measures:

We will let the public know that our accessibility and training policies are available in the following ways:

- posted on website
- through employees or board members (in person, by phone or email)

We provide our policies within a reasonable timeframe, and in a format that meets the needs of individuals with a disability, at no additional cost.