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**EQUAL OPPORTUNITY EMPLOYER**

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**POLICY**

Our Hospital is committed to the principle of Equal Employment Opportunity in compliance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

It is the policy of the Hospital to treat employees and prospective employees on the basis of individual qualifications and merit and to ensure that all employment decisions are job-related.

This policy applies to all aspects of employment, including: recruitment, hiring, transfers, training, career advancement, appraisal, compensation and termination; as well as day-to-day treatment on the job.

**RESPONSIBILITY:**

All supervisors and managers are responsible for compliance with this Hospital policy and for ensuring that the policy is observed and complied with by those who report to them. The responsibility includes a positive obligation to take action to prevent or discourage discrimination even in the absence of a complaint.

**PROCEDURE**

Recruiting and Hiring

1. When applicants are contacted during the recruitment process to arrange an interview or employment testing, the applicants will be informed by the Human Resources Representative that we accommodate disabilities during the selection process. When the job applicant identifies they have a disability and requests accommodations, we will consult with the applicant and make adjustments to accommodate for the disability. (i.e. deaf employee asks for accommodation for a telephone interview – we would offer to conduct the interview through a TTY line).
2. This policy will be referenced in our recruitment materials and posted on our website. “Lennox and Addington County General Hospital is an Equal Opportunity Employer. For more information please refer to our website Accessibility page or call us at 613-354-3301.”

Performance Management, Training and Career Development, Transfers and Advancement

1. Employees will be informed of the Hospital policy through direct email, the Hospital newsletter and/or staff meetings.
2. Employees are requested to identify their disabilities to Employee Health. Requests for accommodation will be reviewed and accommodation plans will be developed collaboratively. Plans will be reviewed annually.
3. We will consider what accommodations employees with disabilities need to help them succeed in their current position or other positions in our organization for which they express interest.