

Accessible Recruitment Policy

STATEMENT of POLICY and PROCEDURE			
Department	PEL	Policy No.	3.01
Name	Accessible Recruitment Policy	Review Frequency	3 years
Approved by	Management	Replaces	N/A
Effective date	February 26, 2026	Dated	N/A

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to ensure that MakeWay's recruitment and selection practices are inclusive, equitable, and accessible to all applicants, including persons with disabilities.

The purpose is also to meet the needs of people with disabilities by identifying and removing barriers to accessibility, particularly relating to the *Employment Standards* found in the *Integrated Accessibility Standards Regulation (IASR)* of the *Accessibility for Ontarians with Disabilities Act (AODA)*.

MakeWay is committed to providing an accessible experience for all persons with disabilities in a way that allows them to maintain their dignity and independence.

2 SCOPE

2.01 This policy applies to MakeWay Foundation and MakeWay Charitable Society, collectively called MakeWay.

2.02 This policy applies to all stages of the recruitment and selection process for employees, including job postings, application screening, interviews, assessments, and notices to successful applicants.

2.03 This policy applies to all staff involved in recruitment and hiring decisions.

3 POLICY

3.01 MakeWay is committed to fair and accessible recruitment practices that identify, prevent, and remove barriers for applicants with disabilities and support equal opportunity throughout the hiring process.

3.02 MakeWay will provide reasonable accommodations to applicants with disabilities, upon request, to support their full participation in recruitment and selection processes, up to the point of undue hardship, as defined in provincial human rights legislation.

4 RESPONSIBILITY

4.01 It is the responsibility of anyone involved in recruitment (hiring managers, interview panels, People, Engagement and Learning) to follow this policy, identify and remove barriers where possible, and work collaboratively to support accessible hiring practices.

4.02 It is the responsibility of the People, Engagement, and Learning department to communicate the availability of accommodations, coordinate accommodation requests, and ensure compliance with accessibility legislation.

5 DEFINITIONS

5.01 “**Accessible Recruitment**” means recruitment practices designed to be inclusive and to identify, prevent, and remove barriers so that people with disabilities can participate fully at all stages of recruitment and selection, in accordance with provincial human rights and accessibility legislation.

5.02 “**Accommodation**” means reasonable adjustments or supports provided to an applicant to remove disability-related barriers and enable individuals to participate fully and equally in the recruitment and selection process, in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 MakeWay's Accessibility Policy

7 PROCEDURE

7.01 All job postings will include contact information and a statement indicating that accommodations are available upon request throughout the recruitment and hiring process.

7.02 During the recruitment process, when applicants are selected to participate in an assessment or selection process, they will be notified that accommodations are available upon request.

7.03 Applicants who request accommodation during the recruitment process will be consulted promptly to understand their specific accessibility needs and preferences. The focus of the consultation is on removing barriers and enabling equitable participation in the recruitment process and could include but is not limited to adjustments to the application process, interview format, communication method, or assessment tools.

For clarity, MakeWay does not require a diagnosis from the applicant, only what their accommodation needs are.

7.04 Accommodation-related information will be kept confidential and shared only with those involved in arranging the accommodation.

7.05 MakeWay will endeavour to provide interview questions 24 hours in advance of interviews.

7.06 Selection decisions will be based on job-related qualifications, skills, and requirements.

7.07 When extending an offer of employment, the successful applicant will be notified of MakeWay's process for workplace accommodations.