



**MIZIWE BIIK  
ABORIGINAL EMPLOYMENT & TRAINING**

**Accessibility at Miziwe Biik: 12 Things You Need to Know**

1. The *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* is being phased in until 2025.
2. The goal is to make Ontario accessible for people with disabilities by developing and enforcing standards, including customer service, information and communications and employment.
3. Miziwe Biik has policies and practices related to accessibility and providing accessible services, to the extent possible.
4. *Service for Persons with Different Types of Disabilities* is a resource for you, when needed.
5. Miziwe Biik welcomes feedback about the way we provide client service to people with disabilities. The process is available to the public and accessible on request.
6. Miziwe Biik also makes information about our services and facilities publicly available and accessible as needed, as well as emergency procedures and safety information.
7. Miziwe Biik supports new and current employees with disabilities during their employment: during recruitment and later in their career, if required.
8. To ensure our recruitment is accessible to applicants with disabilities, we advise applicants at three stages: on our job postings, during interviews and in the employment contract.
9. Accessible workplace information is provided when an employee with a disability asks for it, including information that is job-related and general information available to all employees.
10. Accessibility needs of employees with disabilities are considered in preparation of individualized plans to help during workplace emergencies, performance management, career development and possible redeployment processes.
11. The Ontario *Human Rights Code* and AODA work together to address the needs of people with disabilities. If two laws conflict, the law that provides the higher level of accessibility must be followed.
12. Should you need accommodation related to a disability during your employment:
  - Check Miziwe Biik's Accommodation Procedures.
  - Tell your manager what your disability-related needs are for your job.
  - Provide supporting information if needed.
  - Take part in looking at possible accommodation solutions.

**If you need further information, please contact the Manager, Human Resources.**