Alliance Française Toronto

Commitment to accessible recruitment and employment services

Accommodation is provided upon request during the recruitment and hiring process for each job candidate who is selected to participate in an assessment or selection process.

We consult with candidates and provide or arrange for appropriate accommodation.

We inform successful candidates of our policies on accommodating employees with disabilities when we offer them employment.

We inform staff that support is available to employees with disabilities as soon as possible after they start work.

We provide updated information to employees when changes are made to our existing workplace accommodation policies to take account of an employee's accessibility needs arising from their disability.

We will consult with employees when arranging for appropriate accommodation in a manner that takes into account accessibility needs arising from a disability. We will consult with the disabled employee to provide or arrange for the provision of accessible formats and communication aids with respect to the following if requested:
a) the information necessary to perform its work;
b) information generally available to employees in the workplace.

If necessary, we will also provide individualized emergency response information to assist a disabled employee during an emergency situation. If the person receiving individualized emergency response information in the workplace consents, we will provide this information to the person designated to assist the employee during an emergency.

We will provide the information as soon as physically possible after becoming aware of the need to accommodate the employee's disability.
We will review individualized workplace emergency response information in the following cases:
a) when the employee moves within the organization;
b) when the employee's general accommodation needs or plans are under review;
c) when the employer is reviewing its general emergency response policies.