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1. Purpose and Scope


- 1.1. This policy is intended to meet the requirements of *the Integrated Accessibility Standards, Ontario Regulation 191/11* for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of accessible employment services for persons with disabilities.
- 1.2. All employment services provided by Profound Medical shall follow the principles of dignity, independence, integration and equal opportunity.
- 1.3. In accordance with *the Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:
 - Recruitment, Assessment and Selection
 - Accessible Formats and Communication Supports for Employees
 - Workplace Emergency Response Information
 - Performance Management and Career Development and Advancement
 - Redeployment
 - Review

2. Reference Documents

- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Ontario Human Rights Code
- Integrated Accessibility Standards, Ontario Regulation 191/11 (IASR)

3. Definitions

- 3.1. Performance Management – Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.
- 3.2. Accessible Formats – Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.
 - 3.2.1. Note: Profound Medical will provide alternative formats/measures or services dependent on what is reasonable and or required on a case by case evaluation.

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- 3.3. Communication Supports – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
- 3.3.1. Note: Profound Medical will provide alternative formats/measures or services dependent on what is reasonable and or required on a case by case evaluation.
- 3.4. Persons with Disabilities – are individuals who have a disability as defined under the Human Rights Code

4. Practices /Procedures

4.1. General Requirements

4.1.1. Establishment of Accessibility Policies

- Profound Medical will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

4.1.2. Procuring or Acquiring Goods and Services, or Facilities


- Profound Medical will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

4.1.3. Training Requirements

- Profound Medical will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities.
- Training will also be provided to individuals who are responsible for developing Profound Medical's policies, and all other persons who provide goods, services or facilities on behalf of Profound Medical.
- Training will be provided as soon as is reasonably practicable, but no later than 30 days from the start date of the business relationship. Training will be provided on an ongoing basis to new employees and to all employees as changes to Profound Medical's accessibility policies occur.

4.1.3.1. Training Records

- Profound medical will maintain records on the training provided, when it was provided and the number of employees that were trained.

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4.2. Recruitment, Assessment and Selection

4.2.1. Profound Medical will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, Profound Medical will consult with the applicant and provide or arrange for suitable accommodation.

4.2.2. Successful applicants will be made aware of Profound Medical's policies and supports for reasonably accommodating people with disabilities.

4.3. Accessible Formats and Communication Formats for Employees

4.3.1. Profound Medical will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

4.3.2. If an employee with a disability requests it, Profound Medical will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform his/her job; and
- Information that is generally available to all employees in the workplace.

4.3.3. Profound Medical will consult with the employee making the request to determine the best reasonable way to provide the accessible format or communication support or alternative formats/measures or services dependent on what is reasonable and or required on a case by case evaluation.

4.3.4. Profound Medical will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.


4.3.5. Note: Profound Medical will provide alternative formats/measures or services dependent on what is reasonable and or required on a case by case evaluation.

4.4. Workplace Emergency Response Information

4.4.1. Where required, Profound Medical will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

4.4.2. This information will be reviewed when:

- The employee moves to a different physical location in the organization;

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- The employee's overall accommodation needs or plans are reviewed; and/or
- Profound Medical reviews general emergency response policies.

4.5. Performance Management and Career Development and Advancement

4.5.1. Profound Medical will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

4.5.2. Individual accommodation plans will be consulted with Human Resources, as required.

4.6. Redeployment

4.6.1. The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

4.6.2. Individual accommodation plans will be consulted with Human Resources, as required.

4.7. Review

4.7.1. This policy will be reviewed regularly to ensure that it is reflective of Profound Medical's, growth and development, current practices, as well as legislative requirements or changes.

5. Record Storage and Location

Quality Record Name And Form Number	Mandatory/ Optional	Record Location
None		

6. Revision History

Revision	Author	Change Order	Revision Description
1	M. Belza	CO-01180	Initial release