

Manitoba Association of Playwrights Accessible Employment Policy¹

Date of first approval: January 10, 2022

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Introduction

Manitoba Association of Playwrights (MAP) is committed to the principles of dignity, independence, integration and equal opportunity for people with disabilities. We aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

Manitoba's Accessible Employment Standard Regulation applies to paid employees who are Full time, Part time, Apprentices, and Seasonal.² Given that MAP only employs one or two such people at any given time, the regulation will be most relevant when we are hiring new employees and when one of those employees has accessibility needs. For that reason, we are using future-tense in this version of the policy.

We are also implementing an Emergency Response Plan for all employees including temporary employees, i.e. artists hired for MAP workshops.

Artspace Building

The Artspace Building (which MAP is in) is wheelchair accessible. For details, see: <https://artspace.ca/accessibility-info/> (General Building Information section).

Pre-employment

We will include a statement on all job postings that:

Reasonable accommodations are available to applicants with disabilities, including during the selection process, and we seek their advice on how best to accommodate their needs.

We will repeat this statement when making interview arrangements in writing or verbally.

When an applicant makes a request for an accommodation during the selection process, we will:

- Consult with the applicant to determine the appropriate accommodation.
- Put the appropriate accommodation in place during the assessment and/or selection process.

¹ This policy is based on "Sample Accessible Employment Policy," Disabilities Issues Office, March 2020, https://accessibilitymb.ca/pdf/sample_accessible_employment_policy.pdf. See also "Employers' Handbook for Accessible Employment," Manitoba Accessibility Office, updated February 2021, https://accessibilitymb.ca/pdf/employers_handbook_bnpos.pdf

² See Kathryn Gerrard, "Compliance Notice" letter, November 5, 2021, https://drive.google.com/file/d/1OYx5a_tH46zicL-8kpsULIGaWaw94iwm/view?usp=sharing



When offering employment

When hiring, we will inform selected applicants:

Reasonable accommodations are available to employees with disabilities, and we seek their advice on how best to accommodate their needs.

When an applicant makes a request for an accommodation, we will:

- Consult with the applicant to determine the appropriate accommodation.
- Put the appropriate accommodation in place for the duration of their time working at MAP.

Individualized Accommodation Plans

An individualized Accommodation Plan (IAP) may include:

- accessible formats and communication supports, if requested
- workplace emergency response information, if required (see emergency plan below)
- details of how and when any other accommodations will be provided
- when the plan will be reviewed (for example, every 6 months)

The Employee is responsible for keeping their supervisor, which will be either MAP's Executive Director or MAP's board, informed about the IAP's effectiveness, and proposing modifications if necessary.

MAP will review the IAP with the Employee any time the Employee's responsibilities and/or workspace change significantly, and any time the Employee requests a review and update of the IAP.

MAP may request that the employee provide documentation from a health practitioner who supports the need for the accommodation.

An employee may request assistance with developing the plan. MAP will either provide this assistance or, if necessary, hire someone who is knowledgeable about workplace accommodations for employees with disabilities to assist.

When evaluating an Employee's performance, MAP agrees to take into account their IAP.

Absence from Work and Return to Work Process

Many companies develop a Return to Work Process. MAP only has one or two employees, so if one of them had to be absent from work for an extended period of time due to a disability or health condition, this would cause a major disruption of MAP's activities. Accommodations will have to be discussed and a plan will have to be developed on a case-by-case basis between the employee and their supervisor, which will be either MAP's Executive Director or MAP's board.



MAP Emergency Response Plan³

MAP takes safety seriously. We review our Emergency Response plan with all Full time, Part time, Apprentices, and Seasonal employees, as well as at the beginning of every on-site workshop or other type of temporary employment.

When we have Full time, Part time, Apprentices, or Seasonal employees who might have accessibility needs during an emergency, we will include this in their Individualized Accommodation Plans.

As part of every employment offer that includes on-site work, including offers of temporary employment (eg in-person MAP workshops), we will include the following in the email:

One in four Manitobans have a disability. Most disabilities are invisible.

In the event of an emergency evacuation, everyone who can must go calmly down the stairs and exit the building on the main floor.

If you have a disability, whether permanent or temporary, visible or invisible, and believe you may need help during an emergency, please contact MAP by phone or email to identify the support you may need. Please note: we do not need to know the details of your medical condition or disability, only the kind of help you may need.

MAP will post the notice on the next page in the MAP Studio, in a highly visible location.

If an employee, including a temporary employee, requires the assistance of another person during an emergency, we will identify a MAP employee (whether permanent or temporary) who is willing to assist, and make sure they understand and are comfortable with these duties.

In a situation where an employee cannot descend the stairs to exit the building, with permission from the employee, we will identify someone to remain with this person in the MAP Studio and designate a Fire Marshal. The duties of the Fire Marshal are outlined on the notice (see next page).

MAP commits to reviewing this policy once per year.

Date of next policy review: January 2023

³ This plan is based on “[Workplace Emergency Response Information](https://www.accessibilitymb.ca/pdf/workplace_emergency_toolkit.pdf)”, updated January, 2021, https://www.accessibilitymb.ca/pdf/workplace_emergency_toolkit.pdf



Emergency Response Plan

One in four Manitobans have a disability. Most disabilities are invisible. In an emergency situation, we want to be as prepared as possible to look after everyone's safety.

In an emergency evacuation, everyone who can must go calmly down the stairs and exit the building on the main floor.

If you have a disability, whether permanent or temporary, visible or invisible, **and believe you may need help during an emergency, please talk with a MAP employee right away.** We will do our best to accommodate you, and to keep everyone safe.

If someone is unable to use the stairs, they may have a designated person wait for the fire department with them in the MAP Studio, and we will designate a Fire Marshall.

If you are the Fire Marshal and the building is being evacuated:

- 1) Take this notice off the wall.
- 2) Exit the building by taking the stairs to the main floor.
- 3) Tell the fire department there are ____ people in the MAP Studio, **Room 504.**
- 4) Stay in cellphone communication with the people in the studio.