



CDCRC EMPLOYMENT STANDARDS POLICY

The Campbellford Curling and Racquet Club (CDCRC) is committed to equal opportunities of employment for all persons, including those with disabilities.

This policy applies in respect to all employees, but does not apply in respect to volunteers and other non-paid individuals.

Recruitment

During the recruitment process:

- CDCRC will notify its employees and the public about the availability of accommodation for applicants with disabilities
- CDCRC will notify job applicants, when they are selected to participate in an job interview, that accommodations are available upon request in relation to the materials or processes to be used.
- If selected applicant requests an accommodation due to a disability, CDCRC will provide suitable accommodations.

Employees' information

- Upon hiring, CDCRC will notify employees of its policies for accommodating employees with disabilities.
- This information shall be provided as soon as practicable after they begin their job.
- Whenever there is a change to existing policies, employees will be updated.
- Employees will be trained according to the Customer Accessibility Policy.

Workplace emergency response information

Should an employee with a disability need an individualized workplace emergency response plan, CDCRC will meet with that employee to work out the best plan with available personnel.