



Purpose

This policy outlines Shape Process Automation's commitment to ensuring an accessible and inclusive recruitment and selection process for all candidates, in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Scope

This policy applies to all employees involved in the recruitment and selection process at Shape Process Automation.

Policy Statement

Shape Process Automation is committed to providing equal employment opportunities to all individuals, including those with disabilities. We will ensure that our recruitment and selection processes are accessible and provide accommodations as needed.

Recruitment:

1. Job Postings

- All job postings will include a statement indicating that accommodations are available upon request for candidates with disabilities.
- Example: "Shape Process Automation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process."

2. Application Process:

- Applicants will be informed about the availability of accommodations during the application process.
- Information about how to request accommodations will be provided on our website and in job postings.

Selection:

1. Interview and Assessment:

- Candidates selected for an interview or assessment will be notified that accommodations are available upon request.
- The hiring manager or HR representative will consult with the candidate to determine the most appropriate accommodations.

2. Notice to Successful Applicants:

- When making an offer of employment, successful candidates will be informed about our policies for accommodating employees with disabilities.

Responsibilities:

1. Human Resources:

- Ensure that all recruitment and selection processes comply with AODA requirements.
- Provide training to hiring managers and staff involved in the recruitment process on accessibility and accommodation.

2. Hiring Managers:

- Ensure that interviews and assessments are conducted in an accessible manner.
- Consult with candidates to determine and provide appropriate accommodations.

Review and Monitoring

This policy will be reviewed annually to ensure compliance with AODA and to incorporate any changes in legislation or best practices.

Contact Information: For more information or to request accommodations, please contact SPA-HR@shapetechnologies.com