

 BRANDON UNIVERSITY	Accessible Pre-Employment Practice	Approved and Administered by: Human Resources
Administrative Practice	First Implemented: 2021	Updated:

Brandon University (“the University”) is committed to complying with the Accessibility Standard for Employment under The Accessibility for Manitobans Act. Our policies, practices and measures reflect 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.

The following Practice statements, organizational practices and measures are intended to meet the requirements of Manitoba’s Accessibility Standard for Employment.

1.0 Scope

This Practice applies to all applicants to and employees, managers and administrators of the University. This Practice addresses pre-employment accessibility requirements.

2.0 Practice

2.1 Remove barriers to recruitment and selection.

Practice Statement:

During recruitment, by making the active offer, we inform potential applicants that reasonable accommodations are available during the selection process, and we respond to requests for accommodations.

Practices and Measures:

We include a statement on all job postings that reasonable accommodations are available to applicants with disabilities, and we seek their advice on how best to accommodate their needs. When making interview arrangements in writing or verbally, we inform applicants that reasonable accommodations are available during the assessment and selection processes.

This document is available in an alternate format upon request.

When an applicant has made a request for an accommodation during the selection process, we:

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

2.2 Mention workplace accommodations when offering employment.

Practice Statement:

When hiring, it is important to let candidates know that Brandon University supports removing barriers to employment. We inform selected applicants of our measures, policies and practices for accommodating employees with disabilities.

Practices and Measures:

We include information about workplace accommodations in our new employee orientation materials.

3.0 Definitions

3.1 The Accessibility for Manitobans Act: Under this legislation, the Government of Manitoba has mandated that public sector organizations, such as universities, help remove barriers by providing a more encouraging and welcoming environment for all students, faculty and staff.

3.2 Manitoba Human Rights Code: Provincial legislation that prohibits unreasonable discrimination in areas such as employment, housing, accommodation, the provision of services or contracts, and signs and notices.

3.3 Accessibility: Accessibility means giving people of all abilities opportunities to participate fully in everyday life. Accessibility refers to the ability to access and benefit from a system, service, product or environment. In achieving accessibility, the following principles must be considered:

3.3.1 Access: Persons should have barrier-free access to places, events and other functions that are generally available in the community;

3.3.2 Equality: Persons should have barrier-free access to those things that will give them equality of opportunity and outcome;

3.3.3 Universal design: Access should be provided in a manner that does not establish or perpetuate differences based on a person's disability;

3.3.4 Systemic responsibility: The responsibility to prevent and remove barriers rests with the person or organization that is responsible for establishing or perpetuating the barrier.

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- 3.4 Barriers:** Obstacles that limit access and prevent people with disabilities from fully participating in society. Most barriers are not intentional. Barriers usually arise because the needs of people with disabilities are not considered from the beginning. Barriers include, but are not limited to; attitudinal barriers, information or communications barriers, technological barriers, systemic barriers, or physical and architectural barriers.
- 3.5 Disability:** as defined in The Accessibility for Manitobans Act (AMA), disabilities may include, but are not limited to, blindness or visual impairment, deafness or hearing impairment, intellectual or developmental disabilities, mental health issues and chronic illness. Disabilities may be temporary or permanent.
- 3.6 Reasonable accommodation:** According to *The Manitoba Human Rights Code*, an accommodation is “reasonable” when there is an adequate process has taken place and the effort and measures taken are sufficient.
- 3.7 Accommodation:** includes but not limited to, a modification of job duties, technical aids or devices, workstation modifications, employment practice modifications, building and accessibility modifications, communication services, and alternate support services.
- 3.8 Duty to accommodate:** The duty to reasonably accommodate is often described in human rights law as “accommodation short of undue hardship”.
- 3.9 Undue hardship:** Undue hardship is defined as more than minimal hardship and must be based on actual evidence, not assumptions or prejudices. While financial implications tend to be a contributing factor in determining undue hardship, The Manitoba Human Rights Commission considers the nature, size and scope of an organization when determining if undue hardship is valid.
- 3.10 Active offer:** proactively advising applicants and candidates that the University endeavours to be accessible to all. The active offer promotes inclusivity and allows individuals to request an accommodation if needed.

4.0 Accountability

The Associate Vice-President, People and Talent (Human Resources) is responsible for the communication, administration and interpretation of this Practice.

5.0 Review

Formal review of this Practice will be conducted every three (3) years with the next scheduled review date January 2024. In the interim, this Practice may be revised or rescinded if the Associate Vice-President, People and Talent (Human Resources) deems necessary or if there are changes within legislation that require such.

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6.0 Related Policies

6.1 [Accessibility Policy](#)

6.2 [Workplace Accommodation Policy](#)

7.0 Reference

7.1 Sources

7.1.1 [Accessibility for Manitobans Act – Accessible Employment for the Public Sector](#)

7.2 Related documents:

7.2.1 [“A Guide to Faculty Recruiting”](#)

7.2.2 [“Non-Academic Recruitment Guidelines”](#)

Inquiries can be directed to Human Resources at hr@brandonu.ca
