

Human Resources Corporate Policies and Procedures			
TOWN OF PETAWAWA			POLICY #: A-03-13
POLICY: Accessible Formats			
DATE: JULY 2013	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 1

PROCEDURE:

The following applies to **accessible formats**:

In addition, where an employee with a disability requests it, the Town of Petawawa will consult with the employee to provide and/or arrange for the provision of accessible formats and communication supports for:

- (a) Information that is needed in order to perform the employee's job.
- (b) Information that is generally available to employees in the workplace.
- (c) Consult with the employee making the request to determine the suitability of an accessible format or communication support.