

AODA: Recruitment, Assessment and Selection

POLICY

Under the AODA, Ontario Regulation 191/11, entitled, Integrated Accessibility Standards Regulation, [the "Integrated Regulation"] came into force July 1, 2011. The regulation establishes accessibility standards for, employment. National Energy Equipment Inc. is included in the regulation's definition of an "obligated organization" and must comply with the phased-in requirements of the regulation beginning January 1, 2016.

National Energy Equipment Inc. is committed to transparent and merit based selection in all of its recruiting and hiring decisions. All applicants are given an equal opportunity for employment in compliance with the provisions of the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Standard for Employment under the Integrated Accessibility Standards Regulation, and any other applicable legislation and/or regulations.

No job applicant or employee will receive less favourable treatment because of their race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), sexual orientation, age, marital status, family status, disability, record of offences, gender identity and expression, or will be disadvantaged by conditions or requirements which cannot be justified.

The process of recruitment and selection must be fair, systematic, efficient and effective, ensuring equality of opportunity. The criteria for selection should be based on relevant knowledge, skills, attitudes and physical ability to do the job as described in an up-to-date job description and person specifications.

Throughout any proceedings under this policy, National Energy Equipment Inc. will seek to ensure that confidentiality is maintained. However, this will not preclude the Company from disclosing information where necessary for the discharge of duties or as required by law, nor will this preclude the Company, where appropriate from disclosing information about any outcome under this policy.

Nothing under this policy shall be interpreted to permit National Energy Equipment Inc. to hire a person who is not permitted to legally work in Canada.

PRINCIPLES OF THIS POLICY

Merit

All selections, appointments, and promotions shall be based on considerations of merit, and ability to perform effectively in a position.

Objectivity

Selection criteria shall be developed in an objective and non-discriminatory manner and must be based on a bona fide job related requirements.

Consistency

Selection systems and procedures will ensure that all candidates are treated in a fair and consistent manner.

Equal Opportunity

All recruitment practices and procedures must comply with the Ontario Human Rights Code. All internal and external candidates shall receive equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

Accessibility

All recruitment practices and procedures must comply with the AODA requirements for developing, implementing and enforcing accessibility standards for internal candidates and external candidates who may have a disability. This includes identifying and removing any barriers that may exist for persons with disabilities to apply for positions; and if qualified, to participate in the interview process.

PURPOSE

The purpose of this Statement of Policy and Procedure is to ensure consistent and equitable standards for the recruitment, assessment and selection of prospective employees, including persons with disabilities, to create a diverse and qualified talent pool to support current and future business needs.

SCOPE

This policy applies to all applicants, prospective employees and employees, and all facilities of National Energy Equipment Inc. in Ontario. However, it does not apply to volunteers and other non-paid employees.

RESPONSIBILITY

It is the responsibility of the managers, immediate supervisors, and department heads to ensure that all employees follow the guidelines set out in this policy.

Management staff and other staffs who have responsibility for recruiting, hiring and employee selection and/or supervise the work of employees of National Energy Equipment Inc. will ensure that the provisions in this policy are implemented.

Management/executives will identify and remove any employment practices or selection criteria that may result in employment barriers for any individual or groups. Such barriers would include any requirement that is not a bona fide occupational requirement, a necessary requirement under a collective agreement, if applicable, or statutory requirement, or a necessary requirement for the effective operation of the company.

Management and HR staff will:

- Develop employment policies, procedures, guidelines and tools which promote a fair and equitable process, and support the hiring manager or designate in making the best hiring decision possible.
- Provide support to the hiring manager or designate in determining workforce planning requirements and specific recruitment strategies to attract quality candidates.
- Ensure that all recruitment activities and staffing decisions comply with statutory requirements, collective agreements and corporate policies and procedures.
- Perform candidate screening based on pre-determined objective criteria.
- Receive an up-to-date job description from the hiring manager or designate that outlines duties and requisite qualifications.
- Review the job description to ensure it is still accurate in terms of duties and requisite qualifications, and consult as required to complete this process.
- Ensure accessibility and accommodation is provided, as needed, for candidates.
- Safeguard the privacy and confidentiality of candidate information.
- Advise and support the hiring manager or designate to conduct a fair and equitable selection process as per the principles of this policy and in accordance with policies, procedures, and legislation.
- Maintain documentation associated with all phases of selection process including collecting relevant information from the hiring manager or designate.

Applicant will:

- Carefully read the position's posted requirements and only apply if they have the requisite knowledge, skills, abilities and experience.
- Consult with Human Resources to disclose and request accommodation, as required, if they have a disability.

DEFINITIONS

"Accessible formats" may include, but are not limited to, large print, recorded audio and electronic formats, Braille, and other formats usable by persons with disabilities. There are a number of ways to produce information in a format which can be accessed by people who are not able to read printed or electronic documents.

"Accommodation" means the special arrangements made or assistance provided so that persons with disabilities can participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person's unique needs.

"Communication Supports" may include, but are not limited to, captioning alternative and augmentative communication supports, plain language, sign language and other supports that ease effective communications.

"Disability" as defined in the Ontario Human Rights Code, Means:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and without limiting the generality of the foregoing, includes diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a development disability;
- A learning disability or a dysfunction in one or more the processes involved in understanding or using symbols or spoke language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act.

"Persons with disabilities" are individuals who have a disability as defined under the Ontario Human Rights Code.

PROCEDURE

National Energy Equipment Inc. wants to ensure that no applicant receives less favorable treatment than another on the grounds of disability, as well as race, colour, ancestry, creed, place of origin, ethnic origin, citizenship, sex, sexual orientation, age, marital status, family status, record of offences, gender identity and expression.

National Energy Equipment Inc. will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.