

## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005 (AODA)

### INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan

#### Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Compliance Date	Status
3	Establishment of Accessibility Policies	Develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Jan. 1, 2014	Complete
4	Accessibility Plans	Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation; Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and Review and update the accessibility plan at least once every five years.	Jan. 1, 2014	Complete
6	Self-Serve Kiosks	When designing, procuring or acquiring self-service kiosks moving forward will take steps to make self-service kiosks accessible for persons with disabilities.	Jan. 1, 2014	
7	Training	Ensure that training is provided and documented on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, employees, volunteers, those who participate in developing the organization's policies; and all other persons who provide goods, services or facilities on behalf of the organization.	Jan. 1, 2015	Complete

#### PART II – Information and Communications Standards

Section	Initiative	Description	Compliance Date	Status
11	Feedback	Ensure a process is in place for receiving and responding to feedback to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Jan. 1, 2015	Complete

12	Accessible Formats & Communication Supports	Provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, in a timely manner that takes into account the person's accessibility needs due to disability; and at a cost that is no more than the regular cost charged to other persons. Notify the public about the availability of accessible formats and communication supports.	Jan. 1, 2016	Complete
14	Accessible Websites & Web Content	Website and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA in accordance with the set schedule in this section. New internet websites and web content to conform by: All internet websites and web content must conform with WCAG 2.0 Level AA other than success criteria 1.2.4 Captions (Live) and success criteria 1.2.5 Audio Descriptions (Pre-recorded) by:	Jan. 1, 2014  Jan. 1, 2021	

### PART III – Employment Standard

Section	Initiative	Description	Compliance Date	Status
22	Recruitment – General	Provide notification to employees and the public about the availability of accommodation for applicants with disabilities in recruitment processes.	Jan. 1, 2016	Complete
23	Recruitment, Assessment or Selection Process	Notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used. Consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	Jan. 1, 2016	Complete
24	Notice to Successful Applicants	Provide notification to successful applicants of policies for accommodating employees with disabilities when offering employment.	Jan. 1, 2016	Complete
25	Informing Employees of Supports	Inform new and existing employees of policies used to support employees with disabilities, including provision of job accommodations that take into account an employee's accessibility needs due to disability. Notify employees when a change in policy is made.	Jan. 1, 2016	Complete

26	Accessible Formats & Communication Supports for Employees	When an employee with a disability so requests it, will consult with the employee to provide or arrange for a suitable provision of accessible formats and communication supports for information that is needed in order to perform the employee's job; and information that is generally available to employees in the workplace.	Jan. 1, 2016	Complete
27	Workplace Emergency Response Information	Provide for the specific needs of employees with disabilities in an emergency situation. All employees will complete a Workplace Emergency Response form to provide employer notification of need for accommodation due to employee's disability.	Jan. 1, 2012	Complete
28	Documented Individual Accommodation Plans	Develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Jan. 1, 2016	Complete
29	Return to Work Process	Develop and have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. Create individualized plan and document the process.	Jan. 1, 2016	Complete
30	Performance Management	Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using a performance management process in respect of employees with disabilities.	Jan. 1, 2016	Complete
31	Career Development & Advancement	When providing career development and advancement to its employees will take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans.	Jan. 1, 2016	Complete
32	Redeployment	Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Jan. 1, 2016	Complete