

3	Self-Serve Kiosks	Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	Not applicable at present			January 1, 2014
4	Training	Every obligated organization shall ensure that training is provided 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, (a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	Training to be provided to all staff, volunteers and contractors (via on line training workshop) Consultants, psychiatrists and temp staff (via written policy and procedure)	HR	Compliant Compliant	January 1, 2015

PART II – Information and Communications Standards

Section	Initiative	Description	Action	Who is responsible	Status	Compliance Date
5	Feedback	Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	<p>Ensure that the feedback forms on the website and hard copies at reception can be provided in alternate accessible formats, upon request. Eg reading out loud, larger font, digital copy, hard copy</p> <p>Review all internal and external feedback mechanisms eg staff surveys and client surveys</p> <p>Ensure Internal and external feedback communications are accessible in an accessible format, upon request. Eg reading out loud, larger font, digital copy, hard copy</p>	<p>Admin services with HR consult</p> <p>HR</p>	<p>In progress</p> <p>In progress</p>	January 1, 2015
6	Accessible Formats & Communication Supports	Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,	Ensure that Internal documents such as policies, procedures, forms etc are available to staff upon request, in an alternate accessible format. Eg reading out		will provide upon request	January 1, 2016

		<p>a) in a timely manner that takes into account the person's accessibility needs due to disability; and</p> <p>b) at a cost that is no more than the regular cost charged to other persons.</p>	loud, larger font, digital copy, hard copy			
7		The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Ensure a process to document meeting and discussion with anyone who requests an accessible format or communication support. This includes staff and clients.	all	Will comply when requested	January 1, 2016
8		Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	<p>Ensure this is posted on website and at each reception site</p> <p>Post this notice at the bottom of our email communications.</p>	<p>Communications</p> <p>HR</p>	<p>In progress</p> <p>complete</p>	January 1, 2016
9	Emergency Procedures, Plans or Public Safety Info	If an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	<p>Reference compliance guidelines to ensure this applies to our organization</p> <p>Internal Email for evacuation will have this added</p>	Building Management and HR / Health & Safety Committee	In progress	January 1, 2012

10	Accessible Websites & Web Content	Designated public sector organizations and large organizations shall make their internet websites 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, and shall do so in accordance with the schedule set out in this section.	Website to be compliant as per legislation Web site designer and web site provider to liaise.	Communications	complete	<p>January 1, 2014</p> <p>New internet websites and web content on those sites must conform with WCAG 2.0 Level A.</p> <p>January 1, 2021</p> <p>All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).
----	-----------------------------------	--	--	----------------	----------	---

PART III – Employment Standard

Section	Initiative	Description	Action	Status	Compliance Date
---------	------------	-------------	--------	--------	-----------------

11	Recruitment – General	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Reference accommodation statement in internal, external job postings	HR	complete	January 1, 2016
12	Recruitment, Assessment or Selection Process	During a recruitment process, an employer shall 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. (2) If a selected applicant requests an accommodation, the employer shall 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.	Notification via email and/or phone to candidates when confirming interviews that accommodation is available upon request. Confirm with recruitment agencies that they are AODA compliant, during hiring through agency. Ensure that vendor agreements with recruitment agencies have a question about being AODA compliant.	HR	Complete	January 1, 2016
13	Notice to Successful Applicants	Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Add an accommodation clause to employment agreement and offer email/letter.	HR	Complete	January 1, 2016
14	Informing Employees of Supports	Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Accessibility Policy and procedures to be reviewed on an annual basis, as per usual process for policy review for all staff	HR	Complete	
15		Employers shall provide the information required under this section		HR	Complete	January 1, 2016

		to new employees as soon as practicable after they begin their employment.	Review IAS Policy on orientation day within 3 months of hire			
16		Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Regular Policy Review and sign off process	HR	Complete	January 1, 2016
17	Accessible Formats & Communication Supports for Employees	Where an employee with a disability so requests it, every employer shall consult with the employee to provide 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; and (b) information that is generally available to employees in the workplace.	Review and assess job descriptions for possible accommodation requests for accessible formats and communication supports, that are essential to perform the job.	HR	Complete	January 1, 2016
18		The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Develop a process to document request and discussion of request with supervisor and HR.	HR	Complete	January 1, 2016
19	Workplace Emergency Response Information	Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for	Provide written notification via email to employees who have identified a disability about assistance during emergency response; identify who will assist them	Admin support services	Complete	January 1, 2012

		accommodation due to the employee's disability.				
20		If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Provide written notification via email to employees who have identified a disability about assistance during emergency response; identify who will assist them	HR	Complete	January 1, 2012
21		Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Email communication sent by Admin support Services when announcing evacuation drill	Admin support services	Complete	January 1, 2012
22		Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	To be done on an on going basis at appropriate times		Complete as needed	January 1, 2012
23	Documented Individual	Employers, other than employers that are small organizations, shall develop and have in place a written process for	Accommodation Policy in place	HR	Complete	January 1, 2016

	Accommodation Plans	the development of documented individual accommodation plans for employees with disabilities.				
24		<p>The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will 	Review Accommodation Policy and procedure and ensure it meets requirements of AODA legislation	HR	Complete	January 1, 2016

		<p>be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>				
25	Return to Work Process	<p>Every employer, other than an employer that is a small organization,</p> <p>(a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and</p> <p>(b) shall document the process.</p>	Draft RTW policy and procedure and ensure it meets requirements of AODA	HR	Complete	January 1, 2016

26		<p>The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p>	<p>Review RTW policy and procedure and ensure it meets requirements of AODA</p>	HR		January 1, 2016
27		<p>The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	<p>Review RTW policy and procedure and ensure it meets requirements of AODA</p>	HR		January 1, 2016
28	Performance Management	<p>An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.</p>	<p>Review and add to Performance Appraisal policy and processes</p> <p>Is the language inclusive?</p> <p>Is the PA process accessible upon request to staff who have disability?</p> <p>eg employee self evaluation is available in alternate format such as hard copy, larger font instead of online evaluation.</p>	HR		January 1, 2016
29	Career Development & Advancement	<p>An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.</p>		HR	complete	January 1, 2016

30	Redeployment	An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Review and Add to Job transfer or "Acting position" policies, that accommodation needs will be taken into consideration..	HR	Complete