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## **Accessibility for Ontarians with Disabilities Act, (2005)**

# **Multi-Year Accessibility Plan**

**Revision Date: December 31, 2014**

Initiative	Description	Action	Status	Compliance Date
<p>Accessible Formats &amp; Communication Supports for Employees</p>	<p>27. (1) 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 accommodation due to the employee’s disability.</p> <p>27. (2) If an employee who receives individualized workplace emergency response information requires assistance and 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.</p> <p>27. (4) Every employer shall review the individualized workplace emergency response information:</p> <p>(a) when the employee moves to a different location in the organization</p> <p>(b) when the employee’s overall accommodation needs or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies.</p>	<ul style="list-style-type: none"> <li>• Developed Process</li> </ul>	<p>Complete</p>	<p>Jan 1, 2012</p>
<p>Emergency Procedures, Plans or Public Safety Information</p>	<p>13. (1) In addition to its obligations under section 12, 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>	<ul style="list-style-type: none"> <li>• Developed process and policy</li> </ul>	<p>Complete</p>	<p>Jan 1, 2012</p>
<p>Establishment of Accessibility Policies</p>	<p>3. (1) Every obligated organization shall 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</p>	<ul style="list-style-type: none"> <li>• Developed policy</li> </ul>	<p>Complete</p>	<p>Jan 1, 2014</p>
<p>Accessibility Plans</p>	<p>4. (1) Large organizations shall,</p> <p>(a) 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;</p> <p>(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>(c) review and update the accessibility plan at least once every five years.</p>	<ul style="list-style-type: none"> <li>• Draft multi-year plan</li> <li>• Post to DJB website</li> <li>• Create/implement a review cycle</li> </ul>	<p>Complete</p>	<p>Jan 1, 2014</p>



Initiative	Description	Action	Status	Compliance Date
<p>Accessible Formats &amp; Communication Supports</p>	<p>12. (1) 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,                      a) in a timely manner that takes into account the person’s accessibility needs due to disability; and                      b) at a cost that is no more than the regular cost charged to other persons.</p> <p>12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.</p> <p>12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.</p>	<ul style="list-style-type: none"> <li>Determine what accessible formats and communication supports we will provide to persons with disabilities upon request in a timely manner and what, if any, costs will apply.</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
<p>Recruitment – Job Postings</p>	<p>22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.</p>	<ul style="list-style-type: none"> <li>In job postings indicate that job and workplace accommodations are available upon request</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
<p>Recruitment – Assessment or Selection process</p>	<p>23. (1) 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.</p> <p>(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.</p>	<ul style="list-style-type: none"> <li>HR to offer accommodation support to candidates being selected for interview</li> <li>Provide guidance for those who will respond to accommodation requests through the recruitment process</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
<p>Notice to Successful Applicants</p>	<p>24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.</p>	<ul style="list-style-type: none"> <li>Draft accommodation language to be inserted into offer package</li> <li>Provide guidance to those who will respond to accommodation requests</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>

<p>Informing Employees of Supports</p>	<p>25. (1) 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.</p> <p>25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.</p> <p>25.(3)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.</p>	<ul style="list-style-type: none"> <li>• Include more accommodation information on intranet and in new hire orientation</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
<p>Accessible Formats &amp; Communication Supports for Employees</p>	<p>26. (1) In addition to its obligations under section 12, 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,</p> <p>(a) information that is needed in order to perform the employee’s job; and</p> <p>(b) information that is generally available to employees in the workplace.</p> <p>26. (2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	<ul style="list-style-type: none"> <li>• Develop process to receive requests from employees with disabilities and determine how the accommodation will be provided</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>

<p>Documented Individual Accommodation Plans</p>	<p>28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>28. (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <p>(a) The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</p> <p>(b) The means by which the employee is assessed on an individual basis.</p> <p>(c) 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.</p> <p>(d) 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.</p> <p>(e) The steps taken to protect the privacy of the employee’s personal.</p> <p>(f) The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>(g) If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>(h) The means of providing the individual accommodation plan in a format that takes into account the employee’s accessibility needs due to disability.</p>	<ul style="list-style-type: none"> <li>• Develop process to receive develop individual accommodation plans for employees with disabilities</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
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<p>Return to work process</p>	<p>29. (1) Every employer, other than an employer that is a small organization;                      (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                      (b) shall document the process</p> <p>29. (2) The return to work process shall;                      (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                      (b) use individual documented accommodation plans as described in section 28, as part of the process.</p> <p>29. (3) The return to work process referenced in the section does not replace or override any other return to work process created by or under any other statute.</p>	<ul style="list-style-type: none"> <li>Develop process to receive develop a return to work plan for employees with disabilities</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
<p>Performance Management</p>	<p>30. (1) 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>	<ul style="list-style-type: none"> <li>Develop process to take into account the accessibility needs of employees with disabilities in the performance management process.</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
<p>Career Development &amp; Advancement</p>	<p>31. (1) 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>	<ul style="list-style-type: none"> <li>Develop process to take into account the accessibility needs of employees with disabilities in the career development and advancement process.</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>
<p>Redeployment</p>	<p>32.(1) 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.</p>	<ul style="list-style-type: none"> <li>Develop process to take into account the accessibility needs when redeploying employees with disabilities</li> </ul>	<p>Upcoming</p>	<p>Jan 1, 2016</p>