

## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

### INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan – Centres for Early Learning

#### Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	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>Policy written, approved and posted.</p> <p>Policy has also been added to orientation packages for new hires and available on our intranet site for existing employees. Alternate formats are available upon request.</p> <p>Policy review will also be done yearly</p>	Completed	January 1, 2014
4	Accessibility Plans	<p>4.(1) Large organizations shall,</p> <p>a) Create multiyear plan, outlining strategic direction to prevent and remove barriers.</p> <p>b) Post the accessibility plan on company 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>	<p>Prepared the Multi Year plan which will be updated when initiatives are completed.</p> <p>Plan will be reviewed every 5 years.</p>	Completed	January 1, 2014

7	Training	7.(1) 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.	<ul style="list-style-type: none"><li>• Organization to reviewing training options</li><li>• Determine method of training.</li><li>• Develop a strategy to communicate the training requirements to all employees and volunteers</li><li>• Ensure we track completion of required training</li></ul>	Pending	January 1, 2015
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**PART II – Information and Communications Standards**

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11.(1) 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.	<ul style="list-style-type: none"> <li>• Conduct and review all feedback process across the organization (internally and externally). Consult with all functional areas to ensure all feedback processes are captured and accessible</li> <li>• Determine what accessible formats and communication supports we will provide upon request</li> <li>• Develop communication strategy to ensure internal and external participants are aware of our feedback process</li> </ul>	Pending	January 1, 2015
12	Accessible Formats & Communication Supports	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.	<ul style="list-style-type: none"> <li>• Prepare a process to facilitate this obligation</li> <li>• Determine what accessible formats and communication supports we can provide</li> </ul>	Pending	January 1, 2016

12		12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.		Pending	January 1, 2016
12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.		Pending	January 1, 2016

13	Emergency Procedures, Plans or Public Safety Info	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.	<ul style="list-style-type: none"> <li>• Created an Emergency Response Plan which is provided to all employees' and is accessible for review at any time.</li> <li>• The company's emergency response plan is available in an accessible format upon request.</li> </ul>	Completed	January 1, 2012
14	Accessible Websites & Web Content	14.(2) 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.	<ul style="list-style-type: none"> <li>• Create a project plan with timelines to conform to the Accessibility Guidelines</li> <li>• Work with IT, Marketing and Website Developers to introduce guidelines and implement in phases</li> </ul>		<p><b>January 1, 2021</b> All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> <li>• success criteria 1.2.4 Captions (Live)</li> <li>• success criteria 1.2.5 Audio Descriptions (Pre-recorded).</li> </ul>

**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
22, 23, 24	Recruitment – General	<p>22, 23, 24 Recruitment:</p> <p>Notify applicants about the availability of accommodation</p> <p>Notify job applicants selected in the hiring process that accommodations are available upon request in relation to material or process to be used.</p> <p>Consult with the applicant, or arrange to provide the accommodation.</p>	<ul style="list-style-type: none"> <li>• HR to prepare communication to notify potential applicants about an accommodation process</li> <li>• Re-review the current accommodation process and make any revisions to meet the Employment Standard</li> <li>• Consult with potential applicants when a request is made</li> <li>• Accommodate applicants during the hiring process upon request</li> </ul>	Pending	January 1, 2016
25	Informing Employees of Supports	<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>	<ul style="list-style-type: none"> <li>• Provide new employees with the accommodation process which includes the policy. Accessible formats are provided upon request</li> <li>• Current employees and management will be trained on the accommodation policy and process</li> <li>• Develop a process for individualized accommodation plan and create a template to add in the accommodation process.</li> </ul>	Pending	January 1 2016

25		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.			January 1, 2016
25		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.	<ul style="list-style-type: none"> <li>• Changes to existing policies are communicated and will continue to be communicated when practical</li> </ul>	Pending	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	<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>	<ul style="list-style-type: none"> <li>• Prepare a process to facilitate this obligation</li> <li>• Determine what accessible formats and communication supports we can provide</li> </ul>		January 1, 2016
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.		Pending	January 1, 2016

27	Workplace Emergency Response Information	<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>(2) 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.</p> <p>(3) 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.</p> <p>(4) Every employer shall review the individualized workplace emergency response information,</p> <p style="padding-left: 40px;">(a) when the employee moves to a different location in the organization;</p> <p style="padding-left: 40px;">(b) when the employee's overall accommodations needs or plans are reviewed; and</p> <p style="padding-left: 40px;">(c) when the employer reviews its general emergency response policies.</p>	<ul style="list-style-type: none"> <li>• Developed a workplace emergency plan</li> <li>• Communicated plan to the organization</li> <li>• The emergency response plan is a part of the organizations orientation process and is available on our intranet</li> <li>• Available formats of the plan are available upon request</li> <li>• Individualized form is created if a request for assistance is required</li> <li>• The Emergency Plan is posted in the centre and is posted on each classroom door.</li> </ul>	Completed	January 1, 2012
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28	Documented Individual Accommodation Plans	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.	Develop a written process for individualized accommodation plans	Pending	January 1, 2016
28		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>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.</li> <li>4. The steps taken to protect the privacy of the employee's personal.</li> <li>5. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</li> <li>6. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</li> </ol>	<ul style="list-style-type: none"> <li>• Prepare a process to facilitate this obligation</li> </ul>	Pending	January 1, 2016

		7. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.			
29	Return to Work Process	<p>29.(1) 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>	<ul style="list-style-type: none"> <li>• Prepare a documented return to work process in place</li> <li>• Incorporate IAP in the return to work process</li> <li>• Communicate the process to all employees</li> </ul>	Pending	January 1, 2016

29		<p>29. (2) 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>		Pending	January 1, 2016
29		<p>29. (3) 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>		Pending	January 1, 2016
30, 31	<p>Performance Management</p> <p>Career Development &amp; Advancement</p>	<p>30, 31</p> <p>Take into account disability and accommodation plan when using performance management, when redeploying employees</p>	<ul style="list-style-type: none"> <li>• Prepare a document outlining process to ensure IAP is involved during performance management and redeployment</li> </ul>	Pending	January 1, 2016

