

AODA Multi-year Plan

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) Multi-year Plan for the Integrated Accessibility Standards

Compliance Date	Initiative	AODA Description	EOK Action	Status
January 1, 2014	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.	<ul style="list-style-type: none"> Update current accessibility policy Publish 	In progress
	Accessibility Plan	<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</p> <p>c) review, and update the accessibility plan at least once every five years.</p>	<ul style="list-style-type: none"> Draft Multi-year plan Post to EOK public site and website Create and implement a review cycle 	Complete
	Accessible Websites & Web Content	14.(2) 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 AA, and shall do so in accordance with the schedule set out in this section.	<ul style="list-style-type: none"> Build WCAG 2.0 guidelines into EOK design standards Determine web initiatives with 2014+ launch to ensure they conform with WCAG2.0 guidelines 	In progress
	Training	7. (1) Every obligated organization shall ensure that training is provided on the requirements of the	<ul style="list-style-type: none"> Develop training plan to cover AODA 	In Progress

		<p>accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to.</p> <p>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.</p>	<p>and the Ontario Human Rights Code as it pertains to people with disabilities</p> <ul style="list-style-type: none"> • Consider the requirements that the training be customized to different employee types. • Determine whether this training will be standalone or integrated into existing Accessibility training. 	
January 1, 2015	Feedback	<p>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.</p>	<ul style="list-style-type: none"> • TBD 	Pending
January 1, 2016	Accessible Formats & Communication Supports	<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,</p> <p>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>	<ul style="list-style-type: none"> • TBD 	In progress

		12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.		
	Recruitment Job Postings	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	<ul style="list-style-type: none"> • In job postings indicated that job and workplace accommodations are available upon request 	Complete
	Recruitment Assessment or Selection Process	<p>23. (1) During a recruitment process, an employer shall modify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodation 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 accessibility needs due to disability.</p>	<ul style="list-style-type: none"> • Recruiters to offer accommodation support to candidates being selected for interview • Provide guidance for recruiters who will respond to accommodation requests 	Complete
	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	<ul style="list-style-type: none"> • Draft accommodation language to be inserted into offer package • Provide guidance to T.A.'s who will respond to accommodation requests 	Complete
	Informing Employees of Supports	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.	<ul style="list-style-type: none"> • Include more accommodation information on intranet and in new hire orientation 	Complete

		<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>		
January 1, 2016	Accessible Formats & Communication Supports for Employees	<p>26. (1) In addition to its obligations under section 12, where an employee with 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 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"> TBD 	Pending
	Documented Individual Accommodation Plans	<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</p>	<ul style="list-style-type: none"> Each individual employee requiring accommodation receives a documented plan. Managers work with the employee and the Occupational Health Coordinator to develop the plan taking into account the 	Pending

		<p>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 an 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, 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 he employee's accessibility needs due to disability.</p>	<p>requirements of the individual.</p> <ul style="list-style-type: none"> Employee and their physician is involved in the plan development Decided review date is individual 	
January 1, 2016	Performance Management	30. (1) An employer that uses performance management in respect of its employees shall take into	<ul style="list-style-type: none"> Utilize the assistance of the Occupational 	Ongoing

		account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using it performance management process in respect of employees with disabilities.	Health and Wellness Coordinator as a resource in plan if needed.	
	Career Development & Advancement	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	<ul style="list-style-type: none"> • TBD 	Pending
	Redeployment	32. (1) An employer that uses redeployment shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	<ul style="list-style-type: none"> • TBD 	Pending