

Accessibility for Ontarians with Disabilities Act (AODA), 2005



Integrated Accessibility Standards – Multi Year Plan

Deadline (Jan 1)	Act Section and Description	Action	Status	Compliance Date
2012	Part: II Information and Communication Standards			
	13. Emergency Procedures, Plans or Public Safety Information <ul style="list-style-type: none"> • In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and make 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 is practicable, upon request. 	<ul style="list-style-type: none"> • Develop, implement and maintain a corporate policy or policies governing how the organization will achieve accessibility • Establish, implement and maintain a Multi-Year Accessibility Plan 	Completed	January 1,2012
	Part III: Employment Standards			
27. Workplace Emergency Response Information <ul style="list-style-type: none"> A. Provide individualized workplace emergency response information to employees who have a disability. B. If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, we shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee. C. The required information will be provided as soon as is practicable after we become aware of the need for accommodation due to the employee’s disability. D. Individualized workplace emergency response information will be reviewed: <ul style="list-style-type: none"> a) When the employee moves to a different location in the organization, b) When the employee’s overall accommodations needs or place are reviewed, and c) When we review our general emergency response policies. 	<ul style="list-style-type: none"> A. Included in ERP policy which is provided to each employee. B. Manager and H&S specialist to handle case by case basis. C. Manager and H&S specialist to handle case by case basis. D. Manager and H&S specialist to handle case by case basis. 	<ul style="list-style-type: none"> A. Completed B. On going C. On going D. On going 	<ul style="list-style-type: none"> A. January 1, 2012 B. January 1, 2012 C. January 1, 2012 D. January 1, 2012 	

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2014	Part I: General			
	3. Establishment of Accessibility Policies <ul style="list-style-type: none"> • Develop, implement and main policies governing how Albarrie shall achieve or will achieve accessibility. 	- Posted to website	Completed	January 1, 2014
	4. Accessibility Plans <ul style="list-style-type: none"> A. Establish, implement, maintain and document a multi-year accessibility plan. B. Post the accessibility plan on our websites. C. Provide a plan in an accessible format upon request. D. Review and update the accessibility plan at least once every five years. 	<ul style="list-style-type: none"> - Plan has been created and will be updated as requirements are met. - Posted to website as per legislation. 	<ul style="list-style-type: none"> A. Completed B. Completed C. D. 	January 1, 2014
	Part II: Information and Communication Standard			
14. Accessible Websites & Web Content <ul style="list-style-type: none"> • Make new Albarrie websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 – Level A 	<ul style="list-style-type: none"> - Requirements provided to website developer - New corporate company website updated. 	Complete	January 1, 2014 New company website and content updated to conform to WCAG 2.0-Level A.	

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2015	Part I: General			
	7. Training <ul style="list-style-type: none"> • Ensure that training is provided on the requirements of the accessibility standards referred to in the Regulations and on the Human Rights Code as it pertains to persons with disabilities to: <ul style="list-style-type: none"> a) All employees and contractors b) All persons who participate in developing the organization's policies c) All other persons who provide goods, services, or facilities on behalf of the organization. 	<ul style="list-style-type: none"> - Research various training options. - Office & Plant employees will be trained separately. - New employees will be trained via orientation 	On going	January 1, 2015
	Part II: Information and Communication Standard			
11. Feedback <ul style="list-style-type: none"> • Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities. • Provide or arrange for accessible formats and communication support upon request. 	<ul style="list-style-type: none"> - Requests will be handled on a case by case basis and handled through Human Resources 	On going	January 1, 2015	

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2016	Part II: Information and Communication Standard			
	12. Accessible Formats & Communication Supports <ul style="list-style-type: none"> • Upon request, provide or arrange for the provision of accessible formats and communication supports: <ul style="list-style-type: none"> a) In a timely manner taking into account the person’s accessibility needs due to disability and b) At a cost that is no more than regular cost charged to other persons. • Consult with the person making the request in determining the suitability of an accessible format or communication support. • Notify the public about the availability of accessible formats and communication supports. 	<ul style="list-style-type: none"> - Requests will be handled on a case by case basis and handled through Human Resources 	On going	January 1, 2015
	Part III: Employment Standards			
	22. Recruitment - General <ul style="list-style-type: none"> • Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment processes. 	<ul style="list-style-type: none"> - Update recruitment process to include communication on availability of accommodation if needed. 	On going	January 1, 2016
	23. Recruitment, Assessment or Selection Process <ul style="list-style-type: none"> • 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. • If a selected applicant requests an accommodation, consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner taking into account the applicant’s accessibility needs. 	<ul style="list-style-type: none"> - Requests will be handled by Human Resources as needed. - Notification that accommodation is available will be given at the time of assessment. 	On going	January 1, 2016
24. Notice of Successful Applicants <ul style="list-style-type: none"> • In offers of employment, notify the successful applicant of Albarrie’s policies for accommodating employees with disabilities. 	<ul style="list-style-type: none"> - Notification will become a part of the new hiring package. 	On going	January 1, 2016	

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2016	<p>25. Informing Employees of Supports</p> <ul style="list-style-type: none"> A. Inform employees of policies used to support its employee with disabilities, including, but not limited to, policies on the provision of jobs accommodations that take into account an employee’s accessibility needs. B. Provide the information to new employees as soon as is practicable after they begin their employment. C. Provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations that take into account and employee’s accessibility needs. 	<ul style="list-style-type: none"> A. Information will be available on bulletin boards and through policy training. B. Information will be provided during new hire orientation. C. All changes will be updated and communicated via bulletin boards, email, toolbox talks. 	On going	January 1, 2016
	<p>26. Accessible Formats & Communication Supports for Employees</p> <p>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> <ul style="list-style-type: none"> 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. C. Consult with the employee making the request in determining the suitability of an accessible format or communication support. 	<ul style="list-style-type: none"> - Manager will work with Human Resources to determine appropriate accommodation as required. 	On going	January 1, 2016

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2016	<p>28.(1) Documented Individual Accommodation Plans</p> <p>Employers, other than employees 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>- Templates are available and requests will be handled on a case by case basis.</p>	On going	January 1, 2016
	<p>28.(2) Documented Individual Accommodation Plans</p> <p>The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. Employees requesting accommodation can participate in the development of the individual accommodation plan. 2. Employee is assessed on an individual basis. 3. Employer can request evaluations by outside medical or other expert at the employer's expense. 4. Employee can request the participation of a representative from the workplace in the development of the accommodation plan. 5. Steps to protect the privacy of the employee's personal information. 6. Frequency with which the individual accommodation plan will be reviewed and update, and how. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. <p>Means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs.</p>	<p>- Exact format to be determined on a case by case basis taking into consideration the employee's disability and need for accommodation.</p>	On going	January 1, 2016

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2016	<p>29. Return to Work Process</p> <p>A. Albarrie will:</p> <ul style="list-style-type: none"> • Develop and have in place a return to work process for its employees that require disability-related accommodations in order to return to work and • Shall document the process <p>B. The return to work process shall:</p> <ul style="list-style-type: none"> • Outline the steps to facilitate the return to work of employees who were absent because of their disability • Use individual documented accommodation plans, as described in Section 28, as part of the process. <p>C. This return to work process does not replace or override any other return to work process under any other statute.</p>	<p>A. Current Return to Work policy covers this requirement.</p> <p>B. Implement use of individual documented return to work plans for non-occupational illness or injury.</p> <p>C. See above.</p>	On going	January 1, 2016
	<p>30. Performance Management</p> <ul style="list-style-type: none"> • Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using performance management process in respect of employees with disabilities. 	- Manager and Human Resources to handle on a case by case basis.	On going	January 1, 2016
	<p>31. Career Development & Advancement</p> <ul style="list-style-type: none"> • Take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans, when providing career development and advancement to employees with disabilities. 	- Manager and Human Resources to handle on a case by case basis.	On going	January 1, 2016
	<p>32. Redeployment</p> <ul style="list-style-type: none"> • An employer that uses redeployment shall take into account that accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities. 	- Manager and Human Resources to handle on a case by case basis.	On going	January 1, 2016