

Integrated Accessibility Standards - Multi Year Plan

Section	Initiative	Description	Action	Status	Compliance Date
Part 1 - General Requirements					
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.	Policy to be completed by December 20th, 2013	In Progress	January 1st, 2014
3	Establishment of Accessibility Policies	3. (2) Large organizations shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.	Statement to be completed by December 20th, 2013	In Progress	January 1st, 2014
4	Accessibility Plans	4. (1) Large organizations shall, 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; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	Plan to be completed by December 20th, 2013 and posted on the website	In Progress	January 1st, 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	Training will occur in January 2014 at the Staff Meeting. Supervisors will train their staff during pre-shifts or department meetings.	In Progress	January 1st, 2015
7	Training	7. (4) Every obligated organization shall provide training in respect of any changes to the policies described in section 3 on an ongoing basis.	Any changes to the Policy or Statement will be communicated to all associates	N/A	January 1st, 2015 (and ongoing)
7	Training	7. (5) Every obligated organization shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	All training records will be inputted into the HRIS database when training occurs	N/A	January 1st, 2015 (and ongoing)

Part 2 - Information and Communications Standards

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

Part 3 - Employment Standard

22	Recruitment - General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	TBD	TBD	January 1st, 2016
23	Recruitment, Assessment or Selection Process	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.	TBD	TBD	January 1st, 2016
23	Recruitment, Assessment or Selection Process	23. (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.	TBD	TBD	January 1st, 2016
24	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.	TBD	TBD	January 1st, 2016
25	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.	TBD	TBD	January 1st, 2016
25	Informing Employees of Supports	25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	TBD	TBD	January 1st, 2016
25	Informing Employees of Supports	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.	TBD	TBD	January 1st, 2016
26	Accessible Formats & Communication Supports for Employees	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, 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.	TBD	TBD	January 1st, 2016
26	Accessible Formats & Communication Supports for Employees	26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	TBD	TBD	January 1st, 2016

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27	Workplace Emergency Response Information	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.	Legislation states individualized info to employees with a disability - current associate with hearing impairment works in a group setting	Use a buddy system to ensure associate is aware of an evacuation and conduct roll call	January 1st, 2012
27	Workplace Emergency Response Information	27. (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.	Legislation states individualized info to employees with a disability - no associates currently require assistance	N/A	January 1st, 2012
27	Workplace Emergency Response Information	27. (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.	Individualized information will be provided as soon as the employer learns of an employee with a disability	N/A	January 1st, 2012
27	Workplace Emergency Response Information	27. (4) 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.	When an associate with a disability transfers to a new department, the process from the previous department has been used	Only required when associates with disabilities transfer to a different department	January 1st, 2012
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.	TBD	TBD	January 1st, 2016
28	Documented Individual Accommodation Plans	28. (2) The process for the development of documented individual accommodation plans shall include the following elements: 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 be reviewed and updated and the manner in which it will be done. 7) If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8) The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.	TBD	TBD	January 1st, 2016
28	Documented Individual Accommodation Plans	28. (3) Individual accommodation plans shall, a) if requested, include any information regarding accessible formats and communications supports provided, as described in section 26; b) if required, include individualized workplace emergency response information, as described in section 27; and c) identify any other accommodation that is to be provided.	TBD	TBD	January 1st, 2016
29	Return to Work Process	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.	TBD	TBD	January 1st, 2016
29	Return to Work Process	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.	TBD	TBD	January 1st, 2016
29	Return to Work Process	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.	TBD	TBD	January 1st, 2016
30	Performance Management	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.	TBD	TBD	January 1st, 2016
31	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.	TBD	TBD	January 1st, 2016
32	Redeployment	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.	TBD	TBD	January 1st, 2016