

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan

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.	Entegrus Accessibility for Persons with Disabilities Policy – updated and approved.	Complete	January 1, 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.	Multi Year Accessibility Plan established	Complete	December 17, 2014
6	Self-Serve Kiosks	6. (2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing procuring or acquiring self-service kiosks.	Not applicable at this time	n/a	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	Training of all employees on Integrated Accessibility Standards Regulations and	Complete	March 2013

		<p>and on the Human Rights Code as it pertains to persons with disabilities to,</p> <ul style="list-style-type: none"> (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. 	Human Rights Code.		
11	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>	Work with individuals requesting accessible formats for communication supports to provide appropriate access.	Ongoing (as needed)	January 1, 2015
12	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> <ul style="list-style-type: none"> (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>(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>(3) Every obligated organization shall notify the public about the availability of accessible formats</p>	<p>All areas of Entegrus provide accessible formats and communication supports in a timely manner that takes into account the person's accessibility needs, at a cost that is no more than the regular cost charged to other persons. Develop and implement policy & procedures to reflect actions.</p> <p>To be included in the Integrated Accessibility Standards Policy</p>	<p>Pending</p> <p>Pending</p> <p>Pending</p>	<p>January 1, 2016</p> <p>January 1, 2016</p> <p>January 1, 2016</p>

		and communication supports	posted on the website.		
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.	Information is made available upon request.	Complete	January 1, 2014
14	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 A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Website conforms to Web Content Accessibility Guidelines 2.0 A.	Complete	January 1, 2014, new internet websites and web content on those sites conform with WCAG 2.0 Level A. January 1, 2021, all internet websites and web content must conform with WCAG 2.0 Level AA, other than, i. success criteria 1.2.4 Captions (Live), and ii. success criteria 1.2.5 Audio Descriptions (Pre-recorded).

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.	Prospective applicants will be advised of the availability of accommodations.	Pending	January 1, 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.	Prospective applicants will be advised of the availability of accommodations.	Pending	January 1, 2016
		(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.	Suitable accommodations will be made upon request and in consultation with applicant.	Pending	January 1, 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.	New employees are advised of the accommodation policy.	Pending	January 1, 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.	(1) Process being developed to advise all employees of policies.	Pending	January 1, 2016
		(2) Employers shall provide the information required	(2) Process being developed to	Pending	January 1, 2016

		<p>under this section to new employees as soon as practicable after they begin their employment.</p> <p>(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>	<p>advise all employees of policies.</p> <p>(3) Process being developed to advise all employees of policies</p>	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. O. Reg. 191/11, s. 26 (1).</p> <p>2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	<p>Alternate formats and supports will be provided upon request. Human Resources will consult with employee to identify and arrange appropriate accommodations.</p>	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>Entegrus will develop individualized Emergency Plans for employees as required, will develop a written emergency response template to reflect actions.</p>	Ongoing (as needed)	January 1, 2012

		<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>(a) when the employee moves to a different location in the organization;</p> <p>(b) when the employee's overall accommodations needs or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies.</p>	<p>Entegrus will provide consent to inform designated person when developing the Emergency plans.</p> <p>Entegrus will provide this information in a timely manner once aware of the need for accommodation.</p> <p>Human Resources along with Manager will review individualized emergency response information when required. Each plan will be reviewed on an individual basis.</p>	<p>Ongoing (as needed)</p> <p>Ongoing (as needed)</p> <p>Ongoing (as needed)</p>	<p>January 1, 2012</p> <p>January 1, 2012</p> <p>January 1, 2012</p>
28	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>(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</p>	Formal written process being developed.	Pending	January 1, 2016

		<p>development of the individual accommodation plan.</p> <ul style="list-style-type: none">b) The means by which the employee is assessed on an individual basis.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.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.e) The steps taken to protect the privacy of the employee's personal information.f) The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.g) If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.h) The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility			
--	--	---	--	--	--

		<p>needs due to disability.</p> <p>(3) Individual accommodation plans shall, (a) if requested, include any information regarding accessible formats and communications supports provided, as described in section 26;</p> <p>(b) if required, include individualized workplace emergency response information, as described in section 27; and</p> <p>(c) identify any other accommodation that is to be provided.</p>			
29	Return to Work Process	<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</p> <p>(b) shall document the process.</p> <p>(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</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p> <p>(3) The return to work process referenced in this</p>	Formal written process being developed.	Pending	January 1, 2016

		section does not replace or override any other return to work process created by or under any other statute.			
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.	Entegrus is supportive of accessible performance management process.	As required	January 1, 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.	Entegrus is supportive of accessible performance management process.	As required	January 1, 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.	Entegrus will consider the accessibility needs of individuals with disabilities and, if required adjust their supports to fit their new role.	Ongoing (as needed)	January 1, 2016