



**Part 1 – General Requirements – Section 3**

AODA Standards Regulation – Section 3	Accessibility Policies Compliance Deadline – January 1, 2014			
	Deliverables	Action Plan	Responsibility	Status
Establish Accessibility Policies	Policies to achieve accessibility through meeting the IASR requirements are developed, implemented, and maintained	Policy update to incorporate new requirements. Incorporate requirement into other policies, practices, and procedures as required.	Human Resources	Complete
Statement of Organizational Commitment	Statement of organizational commitment to meet the accessibility needs of persons with disabilities included in the policy.	Will be embedded in the policy.	Human Resources	Complete
3.3 – Make policy documents publicly available	Written policy documents are publicly available and in accessible format upon request.	Policy will be posted on external web site and in reception areas. Policy will be available in alternate formats on request.	Human Resources	Complete

**Part 1 – General Requirements – Section 4**

AODA Standards Regulation – Section 4	Multi-Year Accessibility Plans Compliance Deadline – January 1, 2014			
	Deliverables	Action Plan	Responsibility	Status
4.1 – Establish multi-year accessibility plan	A multi-year accessibility plan outlining strategies to identify, remove, and prevent barriers and meet requirements of the IASR is established, implemented, maintained, and documented	Accessibility plan will be created and updated on an on-gong basis as new information becomes available	Human Resources	Complete
	The accessibility plan is posted on the website and provided in an accessible format upon request.	The plan will be posted on the external website and will be provided in accessible formats upon request.	Human Resources	Complete
	The plan is reviewed and updated at least once every 5 years.	The plan will be reviewed and revised annually. A new plan will be posted every five years or whenever there is significant change.	Human Resources	Ongoing



**Part 1 – General Requirements – Section 7**

AODA Standards Regulation – Section 7	Training Compliance Deadline – January 1, 2015			
	Deliverables	Action Plan	Responsibility	Status
7.1 – Provide training IASR and Human Rights Code	All employees, volunteers, person who develop policy, and persons who provide goods, services or facilities on behalf of the organization, will receive IASR and Human Rights training.	Will be incorporated into new hire orientation. Existing employees will be required to complete the training.	Human Resources	Complete
7.2 - Training is appropriate to duties	Training is appropriate to the duties of the employee.	Where appropriate, key employees or groups of employees will be provided with additional training, specific to their job.	Human Resources	Complete
7.3 – As soon as practicable	Training is delivered as soon as practicable.	Training will be delivered at orientation for new hires and as soon as possible for current employees.	Human Resources	Complete
7.4 – Training regarding policy changes	Training with respect to any changes of the policy describes in Section 3 is provided.	The content of the training will cover material in Section 3.	Human Resources	Complete
7.5 – Record of training	A record of training, including dates of training, and those present, will be kept.	Employees will be required to acknowledge that they completed the training. All records will be kept.	Human Resources	Complete

**Part 2 – Information and Communications Standard – Section 11**

AODA Standards Regulation – Section 11	Feedback process Compliance Deadline – January 1, 2015			
	Deliverables	Action Plan	Responsibility	Status
11.1 – Feedback Process	Ensure feedback processes are accessible, with accessible formats and/or communication supports available upon request.	When requested feedback processes will be made available in accessible formats.	Human Resources	Complete

**Part 2 – Information and Communications Standard – Section 12**

AODA Standards Regulation – Section 12	Accessible Formats and Communication Supports Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
12.1 – Provide accessible formats and communication supports for information	Accessible formats and communication supports will be provided: - In a timely manner that takes into account the person’s accessibility needs due to a disability, and	The request will be documented and the format needed confirmed.	Operations	Ongoing



AODA Standards Regulation – Section 12	Accessible Formats and Communication Supports Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
	- At a cost that is no more than the regular cost charged to the other persons.			
12.2 – Consultation	Consultation will occur with the person requesting alternate formats.		Operations	Ongoing
12.3 – Notification of public	The public will be notified of the availability of these alternatives.	A general statement of availability will be posted on the internet.	Human Resources	Complete

**Part 2 – Information and Communication Standards – Section 14**

AODA Standards Regulation – Section 14	Accessible Web Sites and Web Content Compliance Deadline – January 1, 2021			
	Deliverables	Action Plan	Responsibility	Status
14.1 – Web Sites	Ensure internet websites and web content conform to WCAG 2.0 guidelines (Web Content Accessibility Guidelines) at the following levels: - New websites and web content to Level A. - All websites and web content to Level AA by January 1, 2021.	Marketing and IS department will be notified of this requirement.	Marketing and Information Services Departments	Complete

**Part 2 – Information and Communication Standards – Section 15**

AODA Standards Regulation – Section 15	Educational & Training Resources & Materials Compliance Deadline – January 1, 2013			
	Deliverables	Action Plan	Responsibility	Status
15.1 – Educational & Training Resources & Materials	Provide educational and/or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided.	Identify educational and/or training materials and source accessible materials upon request.	Educational Resources	Ongoing
15.2 – Student Records	Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.	Identify current formats and ensure alternative formats are available.	Operations	Ongoing



**Part 2 – Information and Communications Standard – Section 16**

AODA Standards Regulation – Section 16		Training to Educators Compliance Deadline – January 1, 2014		
	Deliverables	Action Plan	Responsibility	Status
16.1 – Training to Educators	Provide educators with accessibility awareness training related to accessible program or course delivery and instruction	All faculty must complete the AODA specific to educating in the classroom and curriculum design.	Human Resources	Complete
15.2 – Record of training	A record of training, including dates of training, and those present, will be kept.	Faculty will be required to acknowledge that they completed the training. All records will be kept.	Human Resources	Complete

**Part 3 – Employment Standards – Section 22**

AODA Standards Regulation – Section 22		Recruitment Compliance Deadline – January 1, 2016		
	Deliverables	Action Plan	Responsibility	Status
22 – Recruitment Process	All employees and the public are notified about the availability of accommodation for applicants with disabilities in the recruitment process.	Availability of accommodation will be required on all job postings, internal, and external. This may also be noted directly on the website.	Human Resources	Complete

**Part 3 – Employment Standards – Section 23**

AODA Standards Regulation – Section 23		Recruitment, Assessment, or Selection Process Compliance Deadline – January 1, 2016		
	Deliverables	Action Plan	Responsibility	Status
23.1 – Recruitment Selection	Notify selected job applicants of the availability of accommodations upon request, in relation to the materials or processes used for selection, in a manner that takes into account the applicant’s accessibility needs.	Barriers will be removed from all job postings. All job postings will include information for applicants on how to request accommodation or assistance. All applicants invited to interviews will be asked if they required assistance or accommodation	Human Resources	Complete
23.2 – Employee Consultation	Consultation with applicants will occur to determine the suitability of accessible formats or communication supports.	Process and questionnaire will be developed and implemented.	Human Resources	Ongoing



**Part 3 – Employment Standard – Section 24**

AODA Standards Regulation – Section 24	Notice to Successful Applicants Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
24 – Offers of Employment	Notify successful applicants of company policies for accommodating employees with disabilities.	Employment offer will contain accommodation clause which will notify the successful applicant of the availability of accommodation. New hires will receive the AODA policy. Other formats may be available upon request.	Human Resources	Complete

**Part 3 – Employment Standard – Section 25**

AODA Standards Regulation – Section 25	Informing Employees of Supports Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
25.1 – Policy Notification	Inform employees of policies supporting employees with disabilities.	The accommodation policy will be communicated to all current employees.	Human Resources	Complete
25.2 – Hire Notification	Provide this information to new employees as soon as practicable after hiring.	New employee orientation will include training on the accommodation policy.	Human Resources	Complete
25.3 – Policy Changes	Provide updated information on accommodations policies to employees when changes occur.	Changes to the accommodation policies will be communicated to all employees	Human Resources	Ongoing

**Part 3 – Employment Standard – Section 26**

AODA Standards Regulation – Section 26	Accessible Formats and Communication Supports Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
26.1 – Accessible Format and Communication Supports	Accessible formats and communication supports for job or workplace information will be available.	Review and update current policies and procedures for the provision of job accommodations.	Human Resources	Complete
26.2 – Employee Consultation	Consultation with employees will occur to determine the suitability of accessible formats or communication supports.	Review and update current policies and procedures for the provision of job accommodations.	Human Resources	Ongoing



**Part 3 – Employment Standard – Section 27**

AODA Standards Regulation – Section 27	Workplace Emergency Response Information Compliance Deadline – January 1, 2014			
	Deliverables	Action Plan	Responsibility	Status
27.1 – Individual Workplace Emergency Response	Provide individualized workplace emergency response information to employees who have a disability.	Individualized workplace emergency plans will only be assigned to those with an identified need. Format for the individualized workplace emergency plan will need to be created.	Human Resources	Ongoing
27.2 – Designated Persons	Provided information to person designated to provide assistance upon consent.	Will be provided when requested. Designated person will need to be assigned.	Operations/Human Resources	Ongoing
27.3 – Timely Manner	Provide information as soon as practicable after becoming aware of the need.	Individualized workplace emergency plan will be provided as soon as possible after the employer becomes aware of the need.	Operations/Human Resources	Ongoing
27.4 – Review	Review individualized workplace emergency response information when: <ul style="list-style-type: none"> <li>- Employee moves locations</li> <li>- Individual plans are reviewed</li> <li>- General emergency occurs</li> </ul>	Plans are reviewed under these circumstances.	Operations/Human Resources	Ongoing

**Part 3 – Employment Standards – Section 28**

AODA Standards Regulation – Section 28	Documented Individual Accommodation Plans Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
28.1 – Written Process	Develop a written process for documented individual accommodation plans.	Company will review its existing accommodation process and identify elements of AODA requirements that need to be incorporated into existing accommodation process. A written accommodation process will be developed.	Human Resources	Complete
28.2 – Prescribed Elements	Include prescribed elements in process: <ul style="list-style-type: none"> <li>- How can employee participate</li> <li>- How employee will be assessed</li> <li>- How employer can request assessment to determine accommodation</li> </ul>	Elements will be included in written process.	Human Resources	Complete



AODA Standards Regulation – Section 28	Documented Individual Accommodation Plans Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
	<ul style="list-style-type: none"> <li>- How employee’s personal information will remain private</li> <li>- How, and how often, plan will be reviewed and updated</li> <li>- How reasons for denied request will be communicated</li> <li>- How plan will be provided to employee</li> </ul>			
28.3 – Individual Accommodation Plans	Individual accommodation plans shall: <ul style="list-style-type: none"> <li>- Include any information regarding accessible formats and communication supports provided, if requested.</li> <li>- Include individualized workplace emergency response information, if required.</li> <li>- Identify any other accommodation that is to be provided.</li> </ul>		Human Resources	Template – Complete  Process – Ongoing

**Part 3 – Employment Standard – Section 29**

AODA Standards Regulation – Section 29	Return to Work Process Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
29.1 – Written Process	Develop a documented return-to-work process.	Review existing processes and revise as necessary to incorporate AODA requirements.	Human Resources	Complete
29.2 – Process Steps	Include steps employer will take to facilitate return to work and use documented individual accommodation plans.	Review existing processes and revise as necessary to incorporate AODA requirements.	Human Resources	Complete

**Part 3 – Employment Standard – Section 30**

AODA Standards Regulation – Section 30	Performance Management Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
30 – Performance Management Process	The use of the performance management process takes into account the accessibility needs of employees with disabilities, including existing accommodation plans.	Review existing processes and revise as necessary to incorporate AODA requirements.	Human Resources	Complete



**Part 3 – Employment Standards – Section 31**

AODA Standards Regulation – Section 31	Career Development and Advancement Compliance Deadline – January 1, 2016			
	Deliverables	Action Plan	Responsibility	Status
31 – Career Development	Include accessibility consideration and individual accommodation plans in career development and advancement, including additional responsibilities within current position.	Review existing processes and revise as necessary to incorporate AODA requirements.	Human Resources	Complete