

## AODA: Roots of Empathy Multi-Year Accessibility Plan (MYP)

Based on guidelines as outlined in Integrated Accessibility Standards Regulation (IASR)

<b>PART I – GENERAL REQUIREMENTS</b>				
<p>This section of the regulation requires Roots of Empathy to:</p> <ul style="list-style-type: none"> <li>• Develop accessibility policies and a multi-year accessibility plan</li> <li>• Report annually on the progress of the multi-year plan</li> <li>• Ensure staff and volunteers have been trained on the Integrated Accessibility Standards Regulation and the Ontario Human Rights Code</li> </ul>				
<b>Regulatory Requirement</b>	<b>Deliverables</b>	<b>Progress to Date (Actions)</b>	<b>Champion/ Due Date</b>	<b>Status</b>
<p><b>Develop accessibility policies</b></p> <ul style="list-style-type: none"> <li>• Develop, implement and maintain policies about what your organization will do to meet the IASR requirements and become more accessible</li> <li>• Statement of commitment</li> <li>• Make policies available to public</li> </ul>	<ul style="list-style-type: none"> <li>• Create an AODA Policy Document/Manual to incorporate statement of commitment and plans to meet IASR requirements with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• IASR Policy Manual has been created and various docs which now include AODA-related statements are housed in AODA workgroups folder</li> </ul>	<p><b>AODA Committee</b> Jan 1, 2014</p>	<ul style="list-style-type: none"> <li>○ Incomplete</li> <li>○ In progress</li> <li>✓ Complete</li> </ul>
<p><b>Develop a multi-year accessibility plan</b></p> <ul style="list-style-type: none"> <li>• Establish, implement, maintain and document a multi-year accessibility plan</li> <li>• Post multi-year accessibility plan on website and provide in an accessibly format, upon request</li> </ul>	<ul style="list-style-type: none"> <li>• This plan to be developed and vetted before December 12, 2014</li> <li>• Link to plan to be included in web statement</li> </ul>	<ul style="list-style-type: none"> <li>• Initial MYP complete</li> <li>• mandatory review will take place within five years</li> <li>• Updates will be documented and disseminated as required</li> </ul>	<p><b>AODA Committee</b> Jan 1, 2014</p>	<ul style="list-style-type: none"> <li>○ Incomplete</li> <li>○ In progress</li> <li>✓ Complete</li> </ul>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Ensure that training on IASR and Human Rights Code as it pertains to persons with disabilities is provided to employees, volunteers, agents, contractors and third parties acting on behalf of ROE; and person who participate in developing policies and others who provide goods, services or facilities on behalf of ROE</li> </ul>	<ul style="list-style-type: none"> <li>• Define a training procedure to ensure all staff, contractors and volunteers participate in training as required, and it is formally documented</li> </ul>	<ul style="list-style-type: none"> <li>• All employee training has been logged/filed and ongoing training will be offered</li> <li>• Log kept on network drive, accessible to AODA committee and HR</li> <li>• Procedures and commitment included in IASR Policy Manual</li> </ul>	<p><b>AODA Committee</b> Jan 1, 2014</p>	<ul style="list-style-type: none"> <li>○ Incomplete</li> <li>○ In progress</li> <li>✓ Complete</li> </ul>

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<b>PART II – INFORMATION &amp; COMMUNICATION STANDARDS</b>				
<p>This section of the regulation includes requirements related to:</p> <ul style="list-style-type: none"> <li>• Accessible websites and web content</li> <li>• Accessible feedback processes</li> <li>• Accessible formats and communication supports</li> </ul>				
<b>Regulatory Requirement</b>	<b>Deliverables</b>	<b>Progress to Date (Actions)</b>	<b>Champion/ Due Date</b>	<b>Status</b>
<p><b>Accessible websites &amp; web content</b></p> <ul style="list-style-type: none"> <li>• Websites and web content to confirm to WCAG 2.0 Level A/AA</li> <li>• Statement of commitment</li> <li>• Make policies available to public</li> </ul>	<ul style="list-style-type: none"> <li>• Follow customized guidelines to ensure websites &amp; content comply</li> <li>• Post statement of commitment, access to plan and documentation, and opportunities for feedback on website</li> </ul>	<ul style="list-style-type: none"> <li>• Separate list of actions to be completed provided <a href="#">here</a></li> <li>• Statement on website, but needs to be tweaked to include links to documentation and guidelines for feedback</li> </ul>	<p><b>Comm, IT and VI</b> Due dates:</p> <p>Level A: Jan 1, 2014</p> <p>Level AA: Jan 1, 2021</p>	<ul style="list-style-type: none"> <li>○ Incomplete</li> <li>● In progress</li> <li>○ Complete</li> </ul>
<p><b>Feedback processes</b></p> <ul style="list-style-type: none"> <li>• Ensure processes for receiving and responding to feedback are accessible to all by arranging for accessible formats &amp; communication supports, upon request</li> <li>• Notify public of availability of accessible formats and communication supports</li> </ul>	<ul style="list-style-type: none"> <li>• Establish protocols for triaging AODA requests as they arrive through <a href="mailto:mail@roe.org">mail@roe.org</a></li> <li>• Document procedures and include in manual</li> </ul>	<ul style="list-style-type: none"> <li>• Subfolder named “AODA” created in <a href="mailto:mail@roe.org">mail@roe.org</a> to monitor feedback and correspondence</li> <li>• Frequency of AODA requests/ feedback will be monitored, and more formal structures created as required</li> </ul>	<p><b>AODA Committee</b> Jan 1, 2015</p>	<ul style="list-style-type: none"> <li>○ Incomplete</li> <li>○ In progress</li> <li>✓ Complete</li> </ul>
<p><b>Accessible formats &amp; communication supports</b></p> <ul style="list-style-type: none"> <li>• Upon request, provide for provision of accessible formats and communication supports for persons with disabilities</li> <li>• Notify public of availability of accessible formats and communication supports</li> </ul>	<ul style="list-style-type: none"> <li>• Define which documents will need to be made accessible, and how to go about making them so</li> <li>• Define where to place/how to make available to public</li> </ul>	<ul style="list-style-type: none"> <li>• Select documents, including IASR Policy and MYP, will be converted to audio files and accessible upon request (request can be made through feedback link on website)</li> </ul>	<p><b>AODA Committee</b> Jan 1, 2016</p>	<ul style="list-style-type: none"> <li>○ Incomplete</li> <li>● In progress</li> <li>○ Complete</li> </ul>
<p><b>Emergency procedures, plans or public safety information</b></p> <ul style="list-style-type: none"> <li>• Emergency procedures, plans or public safety information, to be provided in an accessible format or with appropriate communication supports, upon request</li> </ul>	<ul style="list-style-type: none"> <li>• Create procedures for informing public of unexpected building closures, emergencies, etc. on website, at physical location, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures formalized for SET to inform Managers, who then inform staff of procedures, plans and safety information</li> </ul>	<p><b>AODA Committee</b> Jan 1, 2012</p>	<ul style="list-style-type: none"> <li>○ Incomplete</li> <li>○ In progress</li> <li>✓ Complete</li> </ul>

## AODA: Roots of Empathy Multi-Year Accessibility Plan (MYP)

<b>PART III- EMPLOYMENT STANDARDS</b>				
<p>This section of the regulation includes requirements related to:</p> <ul style="list-style-type: none"> <li>Recruitment, Assessment and selection</li> <li>Accessible formats and communication supports for employees</li> <li>Workplace emergency response</li> <li>Return to work processes</li> <li>Performance management, career development and redeployment</li> </ul>				
<b>Regulatory Requirement</b>	<b>Deliverables</b>	<b>Progress to Date (Actions)</b>	<b>Champion/ Due Date</b>	<b>Status</b>
<b>Recruitment</b> <ul style="list-style-type: none"> <li>Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process</li> </ul>	<ul style="list-style-type: none"> <li>Include statement of commitment on all job postings and website</li> </ul>	<ul style="list-style-type: none"> <li>Statement created and included on all job postings and on Careers page of website</li> <li>(French translation required for French site)</li> </ul>	<b>Human Resources</b> Jan1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input checked="" type="radio"/> In progress</li> <li><input type="radio"/> Complete</li> </ul>
<b>Recruitment, assessment, or selection process</b> <ul style="list-style-type: none"> <li>Notify job applicants that accommodations are available in relation to the materials or processes used during the recruitment process, upon request</li> </ul>	<ul style="list-style-type: none"> <li>Include statement of commitment on all job postings and website</li> <li>Create accommodation procedure and list in IASR Policy Manual</li> </ul>	<ul style="list-style-type: none"> <li>Statement created and included on all job postings and on website</li> <li>Statement of commitment and procedures has been created in IASR</li> </ul>	<b>Human Resources</b> Jan1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="radio"/> Complete</li> </ul>
<b>Notice to successful applications</b> <ul style="list-style-type: none"> <li>When making an offer of employment, notify successful applicants of policies for accommodating employees with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Create accommodation procedure and list in IASR Policy Manual</li> </ul>	<ul style="list-style-type: none"> <li>Statement of commitment and/or templates for job posting and later correspondence with candidates created in IASR</li> </ul>	<b>Human Resources</b> Jan 1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="radio"/> Complete</li> </ul>
<b>Informing employees of support</b> <ul style="list-style-type: none"> <li>Inform employees of policies used to support employees with disabilities as soon as practicable</li> <li>Information provided to new employees as soon as practicable after employment</li> <li>Information to be updated and employees informed whenever there is a change to existing policies re. accommodations taking into account AODA</li> </ul>	<ul style="list-style-type: none"> <li>Create accommodation procedure</li> <li>Provide information regarding specific accommodations as new employee begins work (during orientation)</li> <li>Keep employees up-to-date on changes to existing policies on job accommodations with respect to AODA</li> </ul>	<ul style="list-style-type: none"> <li>Statement of commitment to inform employees, as required, has been created in IASR</li> <li>Employee Policy Manual includes IASR Policy within it, and will be provided to all employees during orientation</li> <li>Updates to Employee Policy Manual, including IASR updates, will be disseminated as required</li> </ul>	<b>Human Resources</b> Jan 1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="radio"/> Complete</li> </ul>

# AODA: Roots of Empathy Multi-Year Accessibility Plan (MYP)



PART III- EMPLOYMENT STANDARDS (continued)				
Regulatory Requirement	Deliverables	Progress to Date (Actions)	Champion/ Due Date	Status
<b>Accessible formats &amp; communication supports for employees</b> <ul style="list-style-type: none"> <li>Upon request, employer will provide or arrange for provision of accessible formats and communication supports for information required for employee with a disability (both general information and job-specific)</li> </ul>	<ul style="list-style-type: none"> <li>Define these requirements and our policy/procedures for accommodating in the policy manual</li> </ul>	<ul style="list-style-type: none"> <li>Statement of commitment has been included in the Roots of Empathy Integrated Accessibility Standards Regulation Policy</li> </ul>	<b>Human Resources</b> Jan1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="checkbox"/> Complete</li> </ul>
<b>Workplace emergency response information</b> <ul style="list-style-type: none"> <li>Provide individualized workplace emergency response information to those who have a disability, as required</li> </ul>	<ul style="list-style-type: none"> <li>Define these requirements and our policy/procedures for accommodating in the policy manual</li> </ul>	<ul style="list-style-type: none"> <li>Statement of commitment has been included in the Roots of Empathy Integrated Accessibility Standards Regulation Policy</li> </ul>	<b>Human Resources</b> Jan 1, 2012	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="checkbox"/> Complete</li> </ul>
<b>Documented individual accommodation plans</b> <ul style="list-style-type: none"> <li>Develop and make accessible a process for the development of documented individual accommodation plans for employees with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Define these requirements and our policy/procedures for accommodating in the policy manual</li> </ul>	<ul style="list-style-type: none"> <li>Statement of commitment has been included in the Roots of Empathy Integrated Accessibility Standards Regulation Policy</li> </ul>	<b>Human Resources</b> Jan 1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="checkbox"/> Complete</li> </ul>
<b>Return to work process</b> <ul style="list-style-type: none"> <li>Develop and make accessible a return-to-work process for employees who have been absent from work due to a disability and subsequently require related accommodations to return to work</li> </ul>	<ul style="list-style-type: none"> <li>Define these requirements and our policy/procedures for accommodating in the policy manual</li> </ul>	<ul style="list-style-type: none"> <li>Protocols have been included in the Roots of Empathy Integrated Accessibility Standards Regulation Policy</li> </ul>	<b>Human Resources</b> Jan 1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="checkbox"/> Complete</li> </ul>
<b>Performance management, career development and redeployment</b> <ul style="list-style-type: none"> <li>Accessibility needs and accommodation plans to be taken into account as part of performance management process, career development opportunities and considering redeployment</li> </ul>	<ul style="list-style-type: none"> <li>Define these requirements and our policy/procedures for accommodating in the policy manual</li> </ul>	<ul style="list-style-type: none"> <li>Statement of commitment has been included in the Roots of Empathy Integrated Accessibility Standards Regulation Policy</li> </ul>	<b>Human Resources</b> Jan 1, 2016	<ul style="list-style-type: none"> <li><input type="radio"/> Incomplete</li> <li><input type="radio"/> In progress</li> <li><input checked="" type="checkbox"/> Complete</li> </ul>