

Integrated Accessibility Standards – Multi Year Plan

This 2020 to 2025 accessibility plan outlines the policies and actions that Blyth Academy will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards, Ontario Regulation 191/11.

Accessibility Requirement	Description	Barriers Identified	Action	Status
Establishment of Accessibility Policies (General Requirements)	Every obligated organization shall develop, implement, and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation.	None	Development of an Integrated Accessibility Standards policy approved by Leadership Team to be accessed on Blyth Academy Website.	Completed
Accessibility Plans (General Requirements)	<p>The Government of Ontario, Legislative Assembly, designated public sector organizations and large organizations shall,</p> <p>(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.</p> <p>(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>(c) review and update the accessibility plan at least once every five years.</p> <p>The Government of Ontario, Legislative Assembly and designated public sector organizations shall establish, review and update their accessibility plans in consultation with persons with disabilities and if they have established an accessibility advisory committee, they shall consult with the committee.</p>	None	<p>Developed and maintained policies and a multi-year plan that outlines strategies and actions to identify, prevent and remove barriers for people with disabilities.</p> <p>Review of the policy is conducted annually.</p>	Completed

<p>Training (General Requirements)</p>	<p>Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the <i>Human Rights Code</i> as it pertains to persons with disabilities to,</p> <p>(a) all persons who are an employee of, or a volunteer with, the organization.</p> <p>(b) all persons who participate in developing the organization’s policies; and</p> <p>(c) all other persons who provide goods, services, or facilities on behalf of the organization.</p>	<p>None</p>	<p>Provide online training modules to all employees and volunteers on Accessibility Standards and on the Human Rights Code as it relates to people with disabilities.</p> <p>The following steps have been taken to ensure employees are provided with training need to meet current standards:</p> <ul style="list-style-type: none"> • Provide training resources in an accessible format • Ensure new employees and volunteers complete training within 60 days of employment • Maintain database of completed employee training <p>Provide a reasonable amount of time to complete the training.</p>	<p>Completed.</p> <p>Continue to provide training to new employees and volunteers.</p>
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Accessibility Requirement	Description	Barriers Identified	Actions to Remove and Prevent Barriers	Status
<p>Feedback (Information and Communications Standard)</p>	<p>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 the provision of accessible formats and communications supports, upon request.</p>	<p>None</p>	<p>Processes for receiving and responding to feedback have been established. Accessible formats and communication supports are available upon request. Provide feedback processes with multiple communication methods (phone, email, etc.)</p>	<p>Complete</p>
<p>Accessible Formats and Communication Supports (Information and Communications Standard)</p>	<p>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> <p>(a) in a timely manner that takes into account the person’s accessibility needs due to disability; and</p> <p>(b) at a cost that is no more than the regular cost charged to other persons.</p>	<p>Currently made available when requests are made.</p>	<p>All requests for accessible formats and communication supports will be documented. Blyth will communicate with the individual making the request to determine the format and/or communication supports required.</p> <p>Communication supports will be provided in a timely manner at no additional cost.</p>	<p>Complete</p> <p>Continue to review and revise as required.</p>

	<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 and communication supports.</p>			
<p>Accessible Website and Web Content (Information and Communications Standard)</p>	<p>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.</p>	None	<p>New website is AODA compliant conforming to WCAG 2.0 Level AA.</p> <p>Website is monitored regularly to maintain Level AA accessibility.</p> <p>Continue to provide, upon request, accessible formats and communication supports</p>	<p>Complete</p> <p>Continuous review as required.</p>
<p>Educational and training Resources and Materials (Information and Communications Standard)</p>	<p>Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <ol style="list-style-type: none"> 1. Provide educational 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 by, <ol style="list-style-type: none"> i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format. <p>Provide student records and information on program requirements, availability, and descriptions in an accessible format to persons with disabilities.</p>	<p>No requests for accessible formats have been made to date.</p> <p>Some materials may not be readily available.</p>	<p>Principals monitor educational and training materials for accessible and alternative formats as needed in support of student learning.</p> <p>Blyth Academy will identify those materials that are not easily made accessible and will arrange for comparable resources in accessible or alternative formats.</p> <p>When notification of need is given, Blyth Academy will provide alternative options for accessing records and information on program requirement.</p>	
<p>Training to educators (Information and Communications Standard)</p>	<p>In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.</p> <p>Obligated organizations that are school boards or educational or training institutions shall keep a record of</p>	None	<p>Educational staff receive appropriate training related to course delivery to meet the specific needs of students.</p> <p>Records of educational staff accessibility training are kept with the human resources office.</p>	

	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.			
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Accessibility Requirement	Description	Barriers	Actions to Remove and Prevent Barriers	Status
Recruitment (Employment Standard)	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	None	<p>The statement below is included on the Careers page of Blyth’s website:</p> <p><i>Blyth Academy is committed to providing accommodations for persons with disabilities. If you require accommodations at any point in the recruitment process, please contact human resources at 416-960-3552 or by email at careers@blytheducation.com.</i></p>	Complete and compliant
Recruitment, Assessment or Selection Process (Employment Standard)	<p>(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.</p> <p>(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.</p>	None	<p>HR personnel and hiring managers will be required to complete the Accessibility Standards online course that includes the employment standards module.</p> <p>Blyth Academy has taken the following steps to ensure compliance with this standard:</p> <ul style="list-style-type: none"> • Specify on Careers page of Blyth’s website that accommodation is available for applicants with disabilities during the recruitment processes • Communicate the availability of accommodation to applicants selected for further consideration and assessment in the recruitment process. • 	Complete and compliant

Notice to Successful Applicants (Employment Standard)	Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	None	Notify successful applicants of policies for accommodating employees with disabilities	Completed
Informing Employees of Support (Employment Standard)	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. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment. (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.	None	Blyth informs new and existing employees of policies, and updates to policies, supporting employees with disabilities. The onboarding process for all new employees includes accessibility awareness training, as required. Blyth consults with employee to determine suitability of format or support.	Completed
Accessible Formats and Communication Supports for Employees (Employment Standard)	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. (2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Performed as requests are made.	Blyth will make available accessible formats or communication supports for information required for employee's job, and information that is generally available to employees in the workplace, upon request. Blyth will consult with the employee that makes the request to determine suitable formats or communication supports.	Completed Continuous review as required.
Workplace Emergency Response Information (Employment Standard)	(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. (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.	None	Blyth will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace and will be created in consultation with the employee. This information will be reviewed when:	Completed

	<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 accommodation needs, or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies.</p>		<ul style="list-style-type: none"> • The employee moves to a different physical location in the organization. • The employee's overall accommodation needs, or plans are reviewed; and/or • Blyth reviews general emergency response policies 	
<p>Documented Individual Accommodation Plans (Employment Standard)</p>	<p>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> <ol style="list-style-type: none"> 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 assist the employer in determining if accommodation can be achieved and, if so, 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. 	None	<p>Blyth Academy has developed a written accommodation process and an individual accommodations plan document for its employees with disabilities.</p> <p>The accommodation process and individual accommodation plan template documents are posted on the Blyth's intranet.</p> <p>Documentation of individual accommodation plans will be kept by human resources.</p>	Completed

	<p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee’s accessibility needs due to disability.</p> <p>(3) Individual accommodation plans shall,</p> <p>(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>			
<p>Return to Work Process (Employment Standard)</p>	<p>(1) Every employer, other than an employer that is a small organization,</p> <p>(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,</p> <p>(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 documented individual accommodation plans, as described in section 28, as part of the process.</p> <p>(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.</p>	None	Blyth Academy has developed processes for employees who have been absent from work due to disability. Any accommodations will be documented in individual accommodation plans.	Completed
<p>Performance Management (Employment Standard)</p>	<p>(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.</p> <p>(2) In this section, “performance management” means activities related to assessing and improving employee performance,</p>	None	Blyth Academy takes into consideration individual accommodation plans and the accessibility needs of employees, when considering performance management.	Completed Continuous revision and review as required.

	productivity and effectiveness, with the goal of facilitating employee success			
Career Development and Advancement (Employment Standard)	<p>(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.</p> <p>(2) In this section, “career development and advancement” includes providing additional responsibilities within an employee’s current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.</p>	None	<p>Blyth Academy takes into consideration individual accommodation plans and the accessibility needs of employees, when providing advancement and career development opportunities.</p> <p>Blyth will provide accommodation required for employees to learn new skills or take on more responsibilities.</p>	<p>Completed</p> <p>Continuous revision and review as required.</p>
Redeployment (Employment Standard)	<p>(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.</p> <p>(2) In this section, “redeployment” means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.</p>	None	<p>Blyth Academy will design service counters in compliance with the Accessibility Standards, when constructing new building projects or replacing existing counters.</p>	<p>Completed</p> <p>Continuous revision and review as required.</p>