

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan

Part I – GENERAL REQUIREMENTS

| Section | Initiative | Description | Action | Status | Compliance Date |
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| 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. | Draft policy and ready for approval | complete | January 1, 2014 |
| 4 | Accessibility Plans | 4.(1) Large organizations shall, <ul style="list-style-type: none"> 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. | <p>Attended workshop and started working on draft.</p> <p>Identifying barriers – will need to meet with key KCS departments and committees (i.e. facilities, communications, IT, health and safety, governance)</p> <p>Check with IT and Communications – Get Sr. Mgmt. approval</p> <p>KCS Business Office will review Jan 1, every year</p> | complete | 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 and on the Human Rights Code as it pertains to | To determine method of training and number of training levels. Require separate one for sr. mgt.; one for first line mgrs. and one for all employees | Pending. In discussions with Pro-Learning. | January 1, 2015 |

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| | | 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. | Classroom, elearning, or blended? | | |
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PART II – Information and Communications Standards

| Section | Initiative | Description | Action | Status | Compliance Date |
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| 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. | <p>Conduct a review of all feedback processes across the organization (internally and externally). Consult with all functional areas to make sure all feedback processes are captured.</p> <p>Determine what accessible formats and communication supports we will provide upon request</p> <p>Ensure staff and management are aware of the need to accommodate upon request (how we will do this is to be determined. Part of training?)</p> | Ongoing | January 1, 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. | <p>Determine what accessible formats and communication supports we will provide to persons with disabilities upon request.</p> <p>Ensure these formats and supports can be provided in a timely manner (ex. Same time, 24 hours)</p> <p>Communicate to staff and</p> | Ongoing | January 1, 2016 |

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| | | | management that no <u>additional</u> charge is required (how we will do this is to be determined. Part of training?) | | |
| 12 | | 12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support. | <p>Communicate to staff and management this requirement (how we will do this is to be determined. Part of training?)</p> <p>Develop protocol for situations where a suitable agreement cannot be made</p> | Ongoing | January 1, 2016 |
| 12 | | 12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports. | <p>Have a sign posted in reception area (Ops)</p> <p>Post on website (IT)</p> <p>Include notice on certain print materials (to confirm with Marketing)</p> | Ongoing | January 1, 2016 |
| 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. | Review under way of required changes that need to be made to website by Jan 1, 2014 | Complete | <p>January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A.</p> <p>January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> • success criteria 1.2.4 |

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| | | | | | <p>Captions (Live)</p> <ul style="list-style-type: none">• success criteria 1.2.5 Audio Descriptions (Pre- recorded). |
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| 15 | Educational & Training Resources & Materials | <p>15(1) 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. 2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities. | <p>Speech to text technology and scribing is available for students in need; Dedicated learning strategies teachers who work with students and faculty to determine needs and use/acquire any resources or materials needed by students according to their disability; FM systems are provided by the School in cases where three or more students in a given classroom would benefit from this technology to assist in their learning; Technology and other resources are leveraged throughout the School to assist all students in their learning including students with special educational needs (iPads, laptops, blended learning assistive software, direct instruction programs, etc.); Resources to promote mental health and social-emotional learning include Second Steps and Steps to Respect as well as program and resources designed internally to maximize best practices; Create and maintain individual education plans.</p> <p>Accessible upon request and based on needs.</p> | Complete | January 1, 2013 |
| 16 | Training to Educators | <p>16(1) 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</p> | <p>On-going training through in-house instruction, offsite workshops and professional development, guest speakers to faculty, targeted training as needed, collecting and using reference materials and consultation</p> | Complete | January 1, 2013 |

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| | | instruction. | with outside experts on an as needed basis. | | |
| | | (2) Obligated organizations that are school boards or educational or training institutions 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. | | Complete | January 1, 2013 |
| 18 | Libraries of educational & training institutions | <p>18(1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request.</p> <p>(2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).</p> | <p>Identify all multi-media resources currently available and resource alternative formats.</p> <p>List collections, etc. that are not convertible</p> | | <p>January 1, 2015 For print-based resources or materials</p> <p>January 1, 2020 For digital or multimedia resources or materials</p> |

PART III – Employment Standard

| Section | Initiative | Description | Action | Status | Compliance Date |
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| 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. | <p>Determine “how”</p> <p>Include a statement in a job ad?</p> <p>Identify where you advertise – paper, website, bulletin board?</p> <p>Example: We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will</p> | | January 1, 2016 |

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| | | | work with you to meet your needs.” | | |
| 23 | Recruitment, Assessment or Selection Process | <p>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.</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> | <p>Determine “how” to notify applicants – telephone, email, letter? May wish to designate a contact person to handle queries regarding accessibility Identify the language you will use</p> <p>Identify barriers: location of interview room, format of tests, room set-up for in-person interviews, interviewing timelines, supports, paperwork</p> <p>Develop interview guidelines</p> | | 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. | <p>Put a statement in hire letter Write appropriate script</p> | | 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. | <p>Circulate policy? Training? Posters All staff emails brochures</p> | | |
| 25 | | 25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment. | Determine if this is for KCS | | January 1, 2016 |
| 25 | | 25.(3)Employers shall provide updated | See 25 (1) | | January 1, 2016 |

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| | | 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. | | | |
| 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.</p> | <p>Functional audit of information specific to departments</p> <p>Audit of regular communications</p> | | January 1, 2016 |
| 26 | | 26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support. | List what the employee will require – ie. Policy, communication supports that are available (text-to-speech, braille, large print, accessible PDFs, plain language versions, closed captioning) | | January 1, 2016 |
| 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. | Develop process Handout checklist | Complete | January 1, 2012 |
| 27 | | (2) If an employee who receives | Develop process | Complete | January 1, 2012 |

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| | | 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. | | | |
| 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. | Develop process | Complete | January 1, 2012 |
| 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. | Develop process | Complete | January 1, 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. | Develop process | | January 1, 2016 |
| 28 | | 28 (2) The process for the development of documented individual accommodation plans shall include the following elements: | How to do this? | | January 1, 2016 |

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| | | <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 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.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 | | | |
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| | | accommodation plan in a format that takes into account the employee's accessibility needs due to disability. | | | |
| 29 | Return to Work Process | <p>29.(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>Do you currently have one? If so – review to ensure it meets requirements If not - Develop process for employees returning to work after a disability-related leave of absence.</p> | | January 1, 2016 |
| 29 | | <p>29. (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 individual documented accommodation plans, as described in section 28, as part of the process.</p> | <p>Identify steps – how will you do this – who will you include</p> | | January 1, 2016 |
| 29 | | <p>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.</p> | <p>Part of checklist</p> | | January 1, 2016 |
| 30 | Performance Management | <p>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</p> | <p>Review your current process Need to keep individual accommodation plan in mind</p> | | January 1, 2016 |

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| | | as individual accommodation plans, when using its performance management process in respect of employees with disabilities. | | | |
| 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. | Review your current process Need to keep individual accommodation plan in mind | | 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. | Review your current process Need to keep individual accommodation plan in mind | | January 1, 2016 |