

# Multi-Year Accessibility Plan

Accessibility for Ontarians with Disabilities Act (AODA) and Integrated Standards Regulation (IASR)



Requirements of the Integrated Standards Regulation (IASR)				
Part	Section	Description	Action	Status
1. General Requirements	3. Establishment of Accessibility Policies	<ul style="list-style-type: none"> <li>Develop, implement and maintain policies governing how SCI will achieve accessibility.</li> </ul>	<ul style="list-style-type: none"> <li>Establish Integrated Standards Policy.</li> </ul>	Compliant
	4. Accessibility Plans	<ul style="list-style-type: none"> <li>Establish, implement, maintain and document a multi-year accessibility plan.</li> <li>Post the accessibility plan on our websites.</li> <li>Provide the plan in an accessible format upon request.</li> <li>Review and update the accessibility plan at least once every five years.</li> </ul>	<ul style="list-style-type: none"> <li>Develop a multi-year accessibility plan.</li> </ul>	Compliant
	7. Training, s. 80.49 of the IASR	<ul style="list-style-type: none"> <li>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 persons with disabilities to:                             <ul style="list-style-type: none"> <li>we train our employees and volunteers on accessibility as it relates to their specific roles.</li> <li>training will be provided wherever there are policy updates.</li> <li>all other persons who provide goods, services or facilities on behalf of the organization.</li> </ul> </li> <li>Employees will be provided with training on accessibility and the Ontario Human Rights code.</li> <li>Training policy can be provided upon request</li> </ul>	<ul style="list-style-type: none"> <li>Source training vendors and a platform to deliver training to employees, volunteers and contractors.</li> </ul>	Compliant
			<ul style="list-style-type: none"> <li>Implement training program.</li> </ul>	
2. Information and Communication Standards	11. Feedback	<ul style="list-style-type: none"> <li>Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Identify sources of internal and external feedback.</li> </ul>	Compliant
		<ul style="list-style-type: none"> <li>Provide or arrange for accessible formats and communication support upon request.</li> </ul>	<ul style="list-style-type: none"> <li>Determine alternate formats</li> <li>Review and update process as required.</li> </ul>	
	12. Accessible formats and Communication Supports	<ul style="list-style-type: none"> <li>Upon request, provide or arrange for the provision of accessible formats and communication supports:                             <ul style="list-style-type: none"> <li>in a timely manner taking into account the person's accessibility needs due to disability and</li> <li>at a cost that is no more than the regular cost charged to other persons.</li> </ul> </li> <li>Consult with the person making the request in determining the suitability of an accessible format or communication support.</li> <li>Notify the public about the availability of accessible formats and communication supports.</li> </ul>	<ul style="list-style-type: none"> <li>Review and update process as required.</li> </ul>	Compliant
			<ul style="list-style-type: none"> <li>Identify suppliers for accessible formats.</li> </ul>	
			<ul style="list-style-type: none"> <li>Update websites to reflect accessible formats and communications support.</li> </ul>	
	14. Accessible Websites and Web Content	<ul style="list-style-type: none"> <li>Make new SCI websites and web content conform with the Web Content Accessibility Guidelines (WCAG) 2.0 - Level A.</li> </ul>	<ul style="list-style-type: none"> <li>Review current websites and provide guidance to meet 2014 and 2021 requirements.</li> </ul>	Compliant
			<ul style="list-style-type: none"> <li>Implement requirements to conform with WCAG 2.0 - Level A.</li> </ul>	
<ul style="list-style-type: none"> <li>Make SCI websites and web content conform with the Web Content Accessibility Guidelines (WCAG) 2.0 - Level AA (excluding success criteria 1.2.4 and 1.2.4 as outlined in the Act)</li> </ul>		<ul style="list-style-type: none"> <li>Implement requirements to conform with WCAG 2.0 - Level AA.</li> </ul>	Compliant	

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3. Employment Standard	22. Recruitment General	<ul style="list-style-type: none"> <li>Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment processes.</li> </ul>	<ul style="list-style-type: none"> <li>Review current recruitment processes and systems, and update as required.</li> </ul>	Compliant
	23. Recruitment, Assessment Or Selection Process	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Review current recruitment processes and systems, and update as required.</li> </ul>	Compliant
		<ul style="list-style-type: none"> <li>If a selected applicant request an accommodation, consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner taking into account the applicant's accessibility needs.</li> </ul>		
	24. Notice to Successful Applicants	<ul style="list-style-type: none"> <li>In offers of employment, notify the successful applicant of SCI's policies for accommodating employees with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Review current recruitment processes and systems, and update as required.</li> </ul>	Compliant
	25. Informing Employees of Supports	<ul style="list-style-type: none"> <li>Inform employees of 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.</li> </ul>	<ul style="list-style-type: none"> <li>Review current communication and onboarding processes and update as required.</li> </ul>	Compliant
		<ul style="list-style-type: none"> <li>Provide the information to new employees as soon as is practicable after they begin their employment.</li> </ul>	<ul style="list-style-type: none"> <li>Implement a process to inform employees of any changes to policies on job accommodations.</li> </ul>	
		<ul style="list-style-type: none"> <li>Provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs.</li> </ul>		
	26. Accessible Formats and Communication Supports For Employees	<ul style="list-style-type: none"> <li>Consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:                             <ul style="list-style-type: none"> <li>information that is needed in order to perform the employee's job and</li> <li>information that is generally available to employees in the workplace.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Review current communication and onboarding processes and update as required.</li> </ul>	Compliant
<ul style="list-style-type: none"> <li>Consult with the employee making the request in determining the suitability of an accessible format or communication support.</li> </ul>				
<ul style="list-style-type: none"> <li>Provide individualized workplace workplace emergency response information to employees who have a disability upon request.</li> </ul>				
<ul style="list-style-type: none"> <li>If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, we shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.</li> </ul>				

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		<ul style="list-style-type: none"> <li>■ The required information will be provided as soon as is practicable after we become aware of the need for accommodation due to the employee's disability.</li> <li>■ Individualized workplace emergency response information will be reviewed:                             <ul style="list-style-type: none"> <li>○ when the employee moves to a different location in the organization;</li> <li>○ when the employee's overall accommodations needs or plans are reviewed; and</li> <li>○ when we review our general emergency response policies.</li> </ul> </li> </ul>		
	28. Documented Individual Accommodation Plans, s. 28(3) of the IASR	<ul style="list-style-type: none"> <li>■ Have a written process for the development of documented individual accommodation plans for employees with disabilities, which includes:                             <ul style="list-style-type: none"> <li>○ Employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>○ Employee is assessed on an individual basis.</li> <li>○ Employer can request evaluations by outside medical or other expert at the employer's expense.</li> <li>○ Employee can request the participation of a representative from the workplace in the development of the accommodation plan.</li> <li>○ Steps to protect the privacy of the employee's personal information.</li> <li>○ Frequency with which the individual accommodation plan will be reviewed and update, and how.</li> <li>○ If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</li> <li>○ Means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs.</li> </ul> </li> <li>■                             <ul style="list-style-type: none"> <li>○ Individual accommodation plans shall, Information regarding accessible format and communication supports provided, upon request.</li> <li>○ If you identify as a Person Requiring Assistance ("PRA"), please notify your Human Resources representative. Individualized workplace emergency response information will be provided.</li> <li>○ Any other accommodations that is to be provided will be assessed upon request.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Review current process and update if required.</li> </ul>	Compliant

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	29. Return to Work Process	<ul style="list-style-type: none"> <li>■ SCI will:                             <ul style="list-style-type: none"> <li>○ develop and have in place a return to work process for its employees that require disability-related accommodations in order to return to work and</li> <li>○ shall document the process and provide upon request.</li> </ul> </li> <li>■ The return to work process shall:                             <ul style="list-style-type: none"> <li>○ outline the steps to facilitate the return to work of employees who were absent because of their disability; and</li> <li>○ use individual documented accommodation plans, as described in Section 28, as part of the process.</li> </ul> </li> <li>■ This return to work process does not replace or override any other return to work process under any other statute.</li> </ul>	Review current process and update if required.	Compliant
	30. Performance Management	<ul style="list-style-type: none"> <li>■ Take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans, when using performance management process in respect of employees with disabilities.</li> </ul>	Review current process and update if required.	Compliant
	31. Career Development and Advancement	<ul style="list-style-type: none"> <li>■ Take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans, when providing career development and advancement to employees with disabilities.</li> </ul>	Review current process and update if required.	Compliant
	32. Redeployment	<ul style="list-style-type: none"> <li>■ Take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans, when redeploying employees with disabilities.</li> </ul>	Review current process and update if required.	Compliant
4.1. Design of Public Spaces Standard (Accessibility Standards for the Built Environment)	80.1 - 80.4. Design of Public Spaces Standard Requirements	<ul style="list-style-type: none"> <li>■ SCI will focus on removing barriers in our buildings and public spaces:</li> </ul>	Review accessibility in our buildings and public spaces.	Compliant
		<ul style="list-style-type: none"> <li>■ Buildings: As of January 1, 2015, new construction and renovations will reflect updated accessibility requirements as outlined by Ontario's Building Code.</li> </ul>	Implement a plan to update as required if applicable.	
		<ul style="list-style-type: none"> <li>■ Public Spaces will be redesigned to meet accessibility standard where there is new construction and major changes to existing facilities, including:                             <ul style="list-style-type: none"> <li>○ Recreational trails/beach access routes</li> <li>○ Outdoor public eating areas</li> <li>○ Outdoor play spaces</li> <li>○ Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals</li> <li>○ Accessible parking</li> <li>○ Service-related elements like service counters, fixed queuing lines and waiting areas</li> <li>○ Maintenance and restoration of public spaces</li> </ul> </li> </ul>		