

DOMINION MULTI-YEAR ACCESSIBILITY PLAN (AODA ONTARIO)

PART I – GENERAL REQUIREMENTS.

Initiative	Description	Action	Status	Compliance Date
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.	Drafted policy and ready for approval	complete	December 2015
Accessibility Plans	4.(1) Large Organizations shall. - 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; - post the accessibility plan on their website, and provide the plan in an accessible format upon request; and - review and update the accessibility plan at least once every five year	Seek Senior Management approval Notify IT and/or Communications reps. Review every 5 years.	Complete Complete Complete	December 2015
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 persons with disabilities to, - all employees, and volunteers; - all persons who participate in developing the organization's policies; and - all other persons who provide goods, services or facilities on behalf of the organization.	To determine method of training and training levels. Online training	Complete	January 2016

PART II – INFORMATION AND COMMUNICATIONS STANDARDS

Initiative	Description	Action	Status	Compliance Date
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.	Conduct a review of all feedback processes across the organization Determine what accessible formats and communication supports we will provide upon request Ensure staff are aware	Complete	January 2016

		of the need to accommodate upon request		
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, - in a timely manner that takes into account the person's accessibility needs due to disability; and - at a cost that is no more than the regular cost charged to other persons.	Determine what accessible formats and communication supports will be provided to persons with disabilities upon request. Ensure these formats and supports can be provided in a timely manner Requests to be directed to HR Department.	Ongoing	January 1, 2016
	12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Communicate to staff of this requirement through training.	Ongoing	January 1, 2016
	12.(3) Every obligated organization shall notify the public about eh availability of accessible formats and communication supports.	Post on website (included in policy)	Ongoing	January 1, 2016
Accessible Websites & Web Content	14.(2) Large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines 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.	HR Department to attend workshops on Accessible Websites Continuous communication with Web team / IT	Ongoing	January 2021

PART III – EMPLOYMENT STANDARD

Initiative	Description	Action	Status	Compliance Date
Recruitment	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes. During the recruitment process, notify applicants selected to participate in our	Include a statement in job posting stating our commitment in providing accommodations for persons with disabilities Identify wither you advertise; paper, website, communication boards Successful applicants will be informed of the	Ongoing	January 2016

	<p>selection and assessment process that accommodations are available upon request</p> <p>Should a job applicant request accommodation, consult with the individual and make adjustments as needed.</p>	<p>availability of accommodations relating to selection / assessment processes upon initial contact from the hiring Manager or HR Dept.</p> <p>When scheduling interviews every accommodations will be made to notify applicant that accommodations are available upon request.</p>		
Workplace Emergency Response Information	<p>Create and implement individualized plans to assist employees with disabilities during an emergency</p> <p>Obtain consent from employees with individualized plans to disclose emergency response or evacuations plans to the person responsible for assisting the employee in situations where the plan requires the assistance of a colleague</p> <p>Create and provide emergency information formatted in such a way that the employee with disability can understand it contents/direction as soon as practicable following the receipt of the request and /or becoming aware of the need for an individualized plan</p> <p>Review the individualized plan/information when; the employee moves location, overall accommodation needs and plan are reviewed, and when</p>	<p>Recognizing that most disabilities are invisible and therefore not readily apparent, the Emergency Information Form has been amended to allow employees to identify emergency planning requirements.</p> <p>The process for providing emergency information includes alternative formats and will be completed in a timely manner upon receipt of the request or becoming aware of the need for an individualized plan.</p> <p>The process/policy used by HR Dept. uses consent from the requesting employee to disclose the content of the plan to provide assistance when responding to the emergency at hand.</p> <p>Updates will be done when needed based on employees location, building, and</p>	Ongoing (based on employee needs)	January 2012

	the Company reviews its general emergency response policies.	at time of hire.		
Documented Individual Accommodation Plans	<p>The process for the development of documented individual accommodation plans shall include the following elements;</p> <ul style="list-style-type: none"> - The manner in which an employee requesting accommodation can participate in the development of the accommodation plan. - The mean by which the employee is assessed on an individual basis. - The manner in which we can request the participation of a representative from the Company in the development of the accommodation plan. - The steps that will be taken to protect the privacy of the employee’s personal information. <p>The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <ul style="list-style-type: none"> - An outline of how the reasons for a denial of an accommodation will be communicated to the requesting employee - The means of providing the individual accommodation plan in a format that takes into account the employee’s accessibility needs due to a disability. - The accommodation plan template will include a section regarding the provision of accessible formats and communication supports to be completed in the event that such supports are required by the employee. - The accommodation plan will also include an emergency response/ evacuation plan if required by the employee. - The accommodation plan will be created to include a section outlining additional accommodations that are required. 	Develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities	Ongoing	January 2016
Accessible Formats and Communication Supports for Employees	Where an employee with a disability requests it will work with that individual to provide or arrange for the provision of accessible formats and communication supports for; information that is needed in order to perform the employee’s job and	Availability of the policy will be made available to employees by the Employee Handbook. All future employees will receive this in the	Ongoing	January 2015

	<p>information that is generally available to employees in the workplace</p> <p>Where a request is made, work with the requesting employee to determine the suitability of the proposed accessible format / communication support.</p>	<p>new hire orientation package.</p> <p>Upon receiving a request, the HR Dept will work with the employee and provide the information to deliver a suitable accessible format or communication support.</p>		
Information for Employees	<p>Communicate the Company's policy on accommodating employees with disabilities to all staff members.</p> <p>Ensure all new hires are informed of the Company's policy on accommodating employees with disabilities.</p>	<p>Dominion's Accommodation Policy has been developed and communicated with employees through our Employee Handbook and will be posted on the Company's Health and Safety bulletin boards</p> <p>Provide all new hires with the Employee Handbook to review policies.</p>	Ongoing	January 2016
Processes to Accommodate Employees/Return to Work Process	<p>Create a process to develop accommodation plans and return to work plans for employees who have been absent from work due to a disability and who require disability-related accommodation in order to return to work</p>	<p>Assess requirements and develop a template or plan and return to work form that both address all applicable requirements. Use of these updated forms will ensure that all accommodation and RTW plans are properly recorded and retrained on file.</p>	Ongoing	January 2016
Accessible Performance Management, Career Development and Job Changes	<p>Ensure the organization's performance management opportunities account for the accessibility needs and plans of employees and that these process are inclusive and barrier-free</p>	<p>Evaluate the current performance management to identify barriers. Develop processes to ensure that such functions are completely accessible for all employees.</p>	Ongoing	January 2016
Redeployment	<p>Take into account the accessibility needs and accommodation plans of employees who are reassigned to an alternate department or position within</p>	<p>As part of the redeployment process, accommodation of the</p>	Ongoing	January 2016

	the Company as an alternative to a layoff.	accessibility needs and plans of any employee that is being redeployed to an alternate position and/or department. The HR dept. will oversee the redeployment process with senior Management.		
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