# Multi-Year Accessibility Plan

**General Requirements

For private sector employers with 50+ employees in Ontario OR for public sector employers with 20+ employees, the following requirements must be met.**

| **Requirement**  | **YES** | **NO** | **N/A** | **Notes/Actions** |
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| **Establishment of Accessibility Policies:*** Develop, implement and maintain required accessibility policies
* Statement of commitment
* Make policies available to the public
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| **Hiring:** Ensure job postings are accessible and inform employees and the public of the Employer’s commitment to accommodating the needs of people with disabilities in the hiring process.This information must be posted on the Employer’s website and included in all job postings.  |  |  |  |  |
| Notify job applicants when they are selected for an interview thataccommodation will be provided. |  |  |  |  |
| Notify successful applicants of theorganization’s accommodation policies for accommodating employees with disabilities. |  |  |  |  |
| Inform employees about the organization’s policies to support people with disabilities. Inform new employees when they are hired, and inform all employees if the policies are updated or changed.  |  |  |  |  |
| **Providing Accessible Workplace Information:** Workplace information must be provided in an accessible format upon employee request. This includes:* Any information necessary for employees to perform their jobs (e.g., job descriptions and manuals).
* General information available to all employees at work (e.g., company newsletters, organization-wide memos, and bulletins regarding company policies and health and safety information).
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| **Self-Service Kiosks** |  |  |  |  |
| **Providing Individualized Workplace Emergency Response Information:** Emergency information must be made accessible and a plan must be developed to help employees with disabilities during an emergency.As an employer, if you know an employee might need help in an emergency due to a permanent or temporary disability, you must provide individualized emergency response information to the employee. For example, how an employee:* Who uses a wheelchair can safely exit a building in the event of a fire
* With a hearing disability, who cannot hear an alarm, will be notified in the event of an emergency
* With a visual disability will identify and navigate emergency escape routes
* With an invisible disability, such as a heart condition that prevents them from using stairs, will evacuate a building during an emergency
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| **Managing Performance, Career Development, And Redeployment:**If you have performance management or career development processes, you must consider the needs of an employee with disabilities when you:* Hold formal or informal performance reviews
* Promote or move them to a new job

If you do not have a formal or informal performance management program, you do not have to create one. |  |  |  |  |
| **Feedback:** Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities.  |  |  |  |  |
| **Accommodation Plans:** You must develop and write a process for creating accommodation plans for employees with disabilities. This process must be documented and should include:* How an employee participates in the development of their individual accommodation plan
* How an employee is assessed on an individual basis
* If applicable: How a unionized employee can ask for a representative from their bargaining agent to participate in the development of the accommodation plan
* How a non-unionized employee can ask for a representative from the workplace to participate in the development of the accommodation plan (as applicable)
* How [Organization Name], as an employer, can request assistance from an outside expert, at your expense
* The steps you will take to protect the privacy of the employee’s personal information
* How and when you will provide the employee with their personalized accommodation plan
* The schedule for when and how the plan will be reviewed and updated
* How you will tell an employee that their individual accommodation plan has not been accepted
* How you will provide the plan in an accessible format
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| **Return-to-Work Process:**This requirement does not replace or override any other return-to-work process made under any other law (e.g., WSIA).You must develop and write a process to support employees who have been absent from work due to a disability and require disability-related accommodations to return to work. |  |  |  |  |
| **Submit an Accessibility Compliance Report:** Businesses or nonprofits with 20 or more employees are required to submit an accessibility compliance report every three years. ORDesignated public-sector organizations, including municipalities, must submit an accessibility compliance report every two years.The report confirms adherence to current accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA). |  |  |  |  |
| **Training:** Accessibility training which meets AODA requirements must be provided to: * All employees and volunteers (paid and unpaid, full-time, part-time and contract positions) as soon as possible after joining the organization
* Anyone involved in developing your organization’s policies (including managers, senior leaders, directors, board members and owners)
* Anyone who provides goods, services or facilities to clients/customers on your organization’s behalf
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| **Off-Street Parking:*** Material(s), including visual evidence with measurement of the width, confirming off-street parking facilities has a minimum number of parking spaces for persons with disabilities in accordance with the requirements.
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| * Material(s), including visual evidence with measurement of the width, confirming if the organization provides more than one off-street parking facility at a site, the organization shall calculate the number and type of parking spaces for the use of persons with disabilities according to the number and type of parking spaces required for each off-street parking facility.
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