



AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

Intent

This 2014 to 2021 accessibility plan outlines the policies and actions that Dixon Hall will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the [Integrated Accessibility Standards, Ontario Regulation 191/11](#).

Statement of Commitment

Dixon Hall believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)* and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

This multi-year plan outlines Dixon Hall's strategy to prevent and remove barriers to address the current and future requirement of the AODA and in order to fulfill our commitment.

In accordance with the requirements set out in IASR, Dixon Hall will:

- Post this plan on its website
- Provide this plan in an accessible format, upon request and
- Review and update this plan at least once every five years.

Part 1 General Requirements – Section 3

General Requirements			
AODA Standards Reg Section 3	Accessibility Policies	Compliance Deadline:	January 1, 2014
3.1 Establish Accessibility Policy	<ul style="list-style-type: none"> Policy to achieve accessibility through meeting the IAS requirements are developed, implemented and maintained 		
3.2 Statement of Agency Commitment	<ul style="list-style-type: none"> Statement of commitment – to be approved and posted in a public space at 58 Sumach and on new website once developed. 		
3.3 Make policy documents publicly available	<ul style="list-style-type: none"> Written policy documents are publicly available on website and in accessible format upon request. 		
Responsible Authority:	Human Resources	Status:	In progress

Part 1 General Requirements – Section 7

General Requirements			
AODA Standards Reg Section 7	Training Compliance	Compliance Deadline:	January 1, 2015
7.1 Provide training on IAS and the Human Rights Code	<ul style="list-style-type: none"> All employees, volunteers, persons who develop policy and persons who provide goods, services or facilities on behalf of Dixon Hall, will receive IAS and Human Rights training. 		
	<ul style="list-style-type: none"> Training will be acquired by on-line learning module through HR Downloads – to be completed by March 6, 2015 		
Responsible Authority:	Human Resources	Status:	In progress

Part 2 Information and Communication Standards – Section 11 and 12 and 14

Information and Communications Standard				
Accessibility Requirement:	Feedback Process		Compliance Deadline:	January 2015
11.1 Feedback Process	<ul style="list-style-type: none"> • Ensure feedback processes are accessible, with accessible formats and/or communication supports available upon request. 			
	<ul style="list-style-type: none"> • Current feedback processes will be enhanced to improve accessibility. Changes will include an in-person resource (TBD) available to deal with accessibility issues. 			
Responsible Authority:	Human Resources	Status:	In progress	
Accessibility Requirement:	Accessible formats and communication supports			Compliance Deadline:
12.1 Provide accessible formats and communication supports for information	<ul style="list-style-type: none"> • Ensure that feedback processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request. The agency will notify the public about the availability of accessibility formats and communication supports. • Arrange for the provision of accessible formats and communication supports upon requests in a timely manner that takes into account the persons accessibility needs. 			
12.2 Consultation	<ul style="list-style-type: none"> • The agency will consult with the person making the request in determining the suitability of an accessible format or communication support. 			
12.3 Notification of public	<ul style="list-style-type: none"> • The agency will notify the public about the availability of accessible formats and communication supports. 			
Responsible Authority:	Human Resources	Status	To be developed in 2015	
Accessibility Requirement:	Accessible websites and web content			Compliance Deadline:
14.1 Website	<ul style="list-style-type: none"> • Ensure internet websites and web content conform to WCAG2.0 guidelines as follows: • New websites and web content to Level A by Jan 1, 2014 • All websites and web content to Level AA by Jan 1, 2021. 			
Responsible Authority:	Communication Dept	Status	In Progress	

Part 3 – Employment Standards – Sections 22, 23, 24, 26

Employment Standard				
Accessibility Requirement:	Recruitment		Compliance Deadline:	January 2016
22 Recruitment Process	<ul style="list-style-type: none"> • All employees and the public are notified about the availability of accommodation for applicants with disabilities in the recruitment process – notice will be placed on the all postings 			
Responsible Authority:		Status	To be developed in 2015	
Accessibility Requirement:	Recruitment, assessment and selection processes		Compliance Deadline:	January 2016
23.1 Recruitment Selection	<ul style="list-style-type: none"> • Job applicants will be notified of the availability of accommodation upon request, in relation to the materials or processes used for selection, in a manner that takes into account the applicants accessibility needs. All applicants invited to interviews will be asked if they require assistance or accommodation. 			
23.2 Applicant Consultation	<ul style="list-style-type: none"> • Consult with applicants to determine the suitability of accessible formats or communication supports. 			
24 Offers of Employment	<ul style="list-style-type: none"> • Notify successful applicants of company policies for accommodating employees with disabilities 			
Responsible Authority:	Human Resources	Status	To be developed in 2015	
Accessibility Requirement:	Workplace emergency response information		Compliance Deadline:	January 2014
27.1 Individual Workplace Emergency Response	<ul style="list-style-type: none"> • Provide individualized workplace emergency response information to employees who have disabilities. 			
Responsible Authority:	Program Departments	Status	On Going	
Accessibility Requirement:	Documented individual accommodation plans		Compliance Deadline:	January 2016
28.1 Written Process	<ul style="list-style-type: none"> • Develop written process for documented individual accommodation plans 			

28.2 Prescribed Elements		<p>Include prescribed elements in process:</p> <ul style="list-style-type: none"> • How can employee participate • How employee will be assessed • How employer can request assessment to determine accommodation • How employees personal information will remain private • How and how often plan will be reviewed and updated • How reasons for denied requests will be communicated • How plan will be provided to employee 			
28.3 Individual Accommodation Plans		<p>Individual accommodation plans shall</p> <ul style="list-style-type: none"> • Include any info regarding accessible formats and communication supports provided, if requested • Include individualized workplace emergency response info if required • Identify any other accommodation that is to be provided 			
Responsible Authority:		Human Resources	Status	To be Developed in 2015	
Accessibility Requirement:	Return to work process			Compliance Deadline:	January 2016
29.1 Written Process		<ul style="list-style-type: none"> • Develop a documented return to work process – review existing process and modify if necessary to incorporate AODA requirements 			
29.2 Process Steps		<ul style="list-style-type: none"> • Include steps employer will take to facilitate return to work and use documented individual accommodation plans – review existing processes and revise if necessary 			
Responsible Authority:		Human Resources	: Status	To be Developed in 2015	
Accessibility Requirement:	Performance management process			Compliance Deadline:	January 2016
30 Performance Management Process		<ul style="list-style-type: none"> • Ensure that existing performance management process takes into account accessibility needs of employees with disabilities. 			
Responsible Authority:		Human Resources	: Status	To be completed in 2015	
Accessibility Requirement:	Career development and advancement			Compliance Deadline:	January 2016
31 Career Development		<ul style="list-style-type: none"> • Include accessibility considerations and individual accommodation plans in career dev't and advancement 			

Responsible Authority:	Human Resources	Status	To be completed in 2015
Accessibility Requirement:	Redeployment		Compliance Deadline:
32 Redeployment Process	<ul style="list-style-type: none">Include accessibility considerations and individual accommodation plans in redeployment processes		
Responsible Authority:	Human Resources	: Status	To be completed in 2015

Review and Update

This document was created in December 2014 and must be reviewed and updated by December 2020.