

# Multi-Year Accessibility Plan

Last Updated: December 30, 2019

## 1 Intent

This multi-year accessibility plan outlines the policies and actions that Jp2g Consultants Inc. (Jp2g) 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 (IASR).

## 2 Statement of Commitment

Jp2g 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.

## 3 Multi-Year Plan: 2014-2019

### 3.1 General Requirements

Requirement	Complete?	Date Completed	Notes
<u>Establishment of Accessibility Policies and Plans:</u>			
— Jp2g will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.	<input checked="" type="checkbox"/>	December 2014	<i>Accessibility Plan and Policies for Jp2g Consultants Inc.</i>
— Jp2g will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.	<input checked="" type="checkbox"/>	December 2014	<i>Accessibility Plan and Policies for Jp2g Consultants Inc.</i>
— Jp2g will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove	<input checked="" type="checkbox"/>	December 2019	<i>Multi-Year Accessibility Plan: 2014-2019 (this document)</i>



Requirement	Complete?	Date Completed	Notes
barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format, upon request, and will be posted on our website. – Jp2g will review and update its accessibility plan once every five (5) years.	☒	December 2019	<i>Multi-Year Accessibility Plan: 2014-2019 (this document) reviewed at December Monthly Admin Meeting</i>
<u>Procuring or Acquiring Goods and Services, or Facilities</u> Not applicable to Jp2g as a private sector organization.	N/A	N/A	N/A
<u>Self-service Kiosks</u> Not applicable as Jp2g does not design, procure, nor acquire self-service kiosks.	N/A	N/A	N/A
<u>Training Requirements</u> – Jp2g will provide training for its employees regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing Jp2g policies, and all other persons who provide goods, services or facilities on behalf of Jp2g. – Training will be provided as soon as is reasonably practicable, but no later than January 1, 2015. Training will be provided on an ongoing basis to new employees and as changes to Jp2g’s accessibility policies occur. – Jp2g will maintain records on the training provided, when it was provided and the number of employees that were trained.	☒   ☒  ☒	June 2016 - ongoing   June 2016 - ongoing   June 2016 - ongoing	<i>AODA Customer Service Training - Condensed (all employees)</i> <i>AODA Customer Service Training – Comprehensive (leadership)</i>  Training rolled out in June 2016 for existing employees & during week 1 for new employees  Training certificates available for each Jp2g employee
<u>Feedback</u> – Jp2g will ensure that our process for receiving and responding to feedback is accessible to persons with disabilities. Accessible formats and communication supports will be provided upon request.	☒	December 2017	<i>Policies &amp; Procedures – Accessibility</i>
<u>Accessible Formats and Communication Supports</u>			







Requirement	Complete?	Date Completed	Notes
<p>representative from the workplace (if the employee is not represented by a bargaining agent) for the creation of the accommodation plan;</p> <ul style="list-style-type: none"> <li>○ The steps taken to protect the privacy of the employee's personal information;</li> <li>○ The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done;</li> <li>○ The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and</li> <li>○ The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.</li> </ul> <p>– The individual accommodation will also:</p> <ul style="list-style-type: none"> <li>○ Include information regarding accessible formats and communication supports upon request;</li> <li>○ Where needed, include individualized workplace emergency response information; and</li> <li>○ Outline all other accommodation provided.</li> </ul>	<input checked="" type="checkbox"/>	January 2016	<i>Sample Individual Accommodation Plan</i>
<p><u>Return to Work</u></p> <p>– Jp2g will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work.</p> <p>– The return to work process will outline the steps Jp2g will take to facilitate the employee's return to work and shall use documented individual accommodation plans (as described in section 28 of the regulation).</p>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	January 2016  January 2016	<i>Sample Individual Accommodation Plan</i>  <i>Sample Individual Accommodation Plan</i>
<p><u>Performance Management and Career Development and Advancement</u></p> <p>– Jp2g will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.</p> <p>– Individual accommodation plans will be consulted, as required.</p>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	December 2019  January 2016	<i>Staff Performance Review</i> template form revised to suit  <i>Sample Individual Accommodation Plan</i>



Requirement	Complete?	Date Completed	Notes
<p><u>Redeployment*</u></p> <p>– The accessibility needs of employees with disabilities will be taken into account in the event of redeployment. Individual accommodation plans will be consulted, as required.</p> <p>*Note: Redeployment means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff when a particular job or department has been eliminated by the organization.</p>	<input checked="" type="checkbox"/>	December 2019	<i>Policies &amp; Procedures – Accessibility</i>

## 4 Contacts

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