

Policies and Procedures

HR-P22-05 Multi-Year Accessibility Plan

Document Information	Effective Date: 2019-12-30	Document ID.: HR-P22-05	Distribution: Company Intranet, Public Website
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	QA Check & Publisher: Quality Manager		
	Access: Intranet		
	Storage: K:\QMS\03 - Quality Procedures		

1 Revision History

Release Version	Storage Version	Release Date yyyy-mm-dd	Change Description
1.0	1.0	2019-12-30	Initial version of document (uncontrolled).
1.1	1.1	2022-05-25	Controlled version of document. Section 5 Contact Info updated. No other changes to content.

2 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).

3 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.

4 Multi-Year Plan: 2014-2019

Refer to *Table 1 - General Requirements*.



Requirement	Complete?	Date Completed	Notes
<p>basis to new employees and as changes to Jp2g’s accessibility policies occur.</p> <p>– Jp2g will maintain records on the training provided, when it was provided and the number of employees that were trained.</p>	☒	June 2016 - ongoing	Training certificates available for each Jp2g employee
<p><u>Feedback</u></p> <p>– 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.</p>	☒	December 2017	<i>Policies & Procedures – Accessibility</i>
<p><u>Accessible Formats and Communication Supports</u></p> <p>– Upon request, Jp2g will 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 and at a cost that is no more than the regular cost charged to other persons.</p>	☒	December 2017	<i>Accessibility Plan and Policies for Jp2g Consultants Inc.</i>
<p><u>Workplace Emergency Response Information</u></p> <p>– Where required, Jp2g will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee. This information will be reviewed when:</p> <ul style="list-style-type: none"> ○ The employee moves to a different physical location in the organization; ○ The employee's overall accommodation needs or plans are reviewed; and/or ○ Jp2g reviews general emergency response policies. 	☒	December 2017	<p><i>Accessibility Plan and Policies for Jp2g Consultants Inc.</i></p> <p>To also be addressed in 2020 Jp2g Health & Safety Handbook</p>
<p><u>Accessible Websites and Web Content</u></p> <p>– Jp2g will ensure that our website and all web content published after January 1, 2012, conform to the Web Content Accessibility Guidelines</p>	☒	January 2016	Web developer confirmed website was AODA compliant upon roll out



Requirement	Complete?	Date Completed	Notes
(WCAG) 2.0 and will refer to the schedule set out in the IASR for specific compliance deadlines.			
<u>Recruitment, Assessment and Selection</u> <ul style="list-style-type: none"> <li data-bbox="170 354 1024 561">– Jp2g will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, Jp2g will consult with the applicant and provide/arrange for suitable accommodation. <li data-bbox="170 581 953 649">– Successful applicants will be made aware of Jp2g’s policies and supports for accommodating people with disabilities. 	<ul style="list-style-type: none"> <li data-bbox="1108 373 1142 399" style="text-align: center;">☒ <li data-bbox="1108 587 1142 613" style="text-align: center;">☒ 	<ul style="list-style-type: none"> <li data-bbox="1220 373 1381 399" style="text-align: center;">October 2016 <li data-bbox="1220 587 1411 613" style="text-align: center;">December 2019 	<ul style="list-style-type: none"> <li data-bbox="1461 373 1892 441" style="text-align: center;">Added disclaimer to job posting template <li data-bbox="1461 587 1892 685" style="text-align: center;">Previously verbally communicated; added “Accessibility” slide to Jp2g Employee Orientation presentation.
<u>Accessible Formats and Communication Supports for Employees</u> <ul style="list-style-type: none"> <li data-bbox="170 747 1024 844">– Jp2g will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur. <li data-bbox="170 867 1024 1075">– If an employee with a disability requests it, Jp2g will provide/arrange for the provision of accessible formats and communication supports for the following: <ul style="list-style-type: none"> <li data-bbox="205 977 919 1003">○ Information needed in order to perform his/her job; and <li data-bbox="205 1013 974 1075">○ Information that is generally available to all employees in the workplace. <li data-bbox="170 1097 1031 1195">– Jp2g will consult with the employee making the request to determine the best way to provide the accessible format or communication support. 	<ul style="list-style-type: none"> <li data-bbox="1108 766 1142 792" style="text-align: center;">☒ <li data-bbox="1108 876 1142 902" style="text-align: center;">☒ <li data-bbox="1108 1091 1142 1117" style="text-align: center;">☒ 	<ul style="list-style-type: none"> <li data-bbox="1220 766 1423 834" style="text-align: center;">December 2020 (reminder email) <li data-bbox="1220 873 1411 899" style="text-align: center;">December 2017 <li data-bbox="1220 1091 1411 1117" style="text-align: center;">December 2017 	<ul style="list-style-type: none"> <li data-bbox="1461 766 1892 834" style="text-align: center;">Company-wide email circulated reminding staff about policy <li data-bbox="1461 873 1696 899" style="text-align: center;">Provided as-needed <li data-bbox="1461 1091 1696 1117" style="text-align: center;">Provided as-needed
<u>Documented Individual Accommodation Plans</u> <ul style="list-style-type: none"> <li data-bbox="170 1273 995 1409">– Jp2g must also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including: 	<ul style="list-style-type: none"> <li data-bbox="1108 1331 1142 1357" style="text-align: center;">☒ 	<ul style="list-style-type: none"> <li data-bbox="1220 1331 1381 1357" style="text-align: center;">January 2016 	<ul style="list-style-type: none"> <li data-bbox="1461 1331 1892 1390" style="text-align: center;"><i>Sample Individual Accommodation Plan</i>



Requirement	Complete?	Date Completed	Notes
<ul style="list-style-type: none"> ○ The ways in which the employee can participate in the development of the plan; ○ The means by which the employee is assessed on an individual basis; ○ The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved; ○ The ways that an employee can request the participation of a representative from their bargaining agent or other representative from the workplace (if the employee is not represented by a bargaining agent) for the creation of the accommodation plan; ○ The steps taken to protect the privacy of the employee's personal information; ○ The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done; ○ The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and ○ The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs. <p>– The individual accommodation will also:</p> <ul style="list-style-type: none"> ○ Include information regarding accessible formats and communication supports upon request; ○ Where needed, include individualized workplace emergency response information; and ○ Outline all other accommodation provided. 	<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</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>



Requirement	Complete?	Date Completed	Notes
individual accommodation plans (as described in section 28 of the regulation).			
<u>Performance Management and Career Development and Advancement</u> – Jp2g will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities. – Individual accommodation plans will be consulted, as required.	<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>
<u>Redeployment*</u> – 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. *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.	<input checked="" type="checkbox"/>	December 2019	<i>Policies & Procedures – Accessibility</i>

5 Questions or Feedback

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