

## AODA- Integrated Accessibility Standards – Multi Year Plan

### Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
3	Establishment of Accessibility Policy	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.	<p>Applanix has created and updated Accessibility policies.</p> <p>Send to the Operations Team</p> <p>Policies finalized.</p> <p>Policies communicated to employees via email.</p> <p>Applanix policies posted on website.</p>	<p>Oct 17/2013</p> <p>Dec.5</p>	<p>January 1, 2014</p> <p>Dec. 19, 2013 Dec. 31, 2013</p>	June 2019
4	Accessibility Plans	<p>4.(1) Large organizations shall,</p> <p>a) 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;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>Attended HRPA webinar, met and networked with AODA group and completed.</p> <p>Identified barriers.</p> <p>Final multi year plan posted on the company's website.</p> <p>HR has reviewed multi year plan as of August 2018 and has taken necessary actions.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Dec 31</p>	January 1, 2014	June 2019

Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
7	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, (a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	Applanix delivered training to employees and managers through third party vendors. Vubiz provided training in the past. Moving forward HR Downloads will provide ongoing training.  Upon joining Applanix all employees will be required to complete AODA Customer Service Training.	March 31/14,  August 2018	January 1, 2015	June 2019

**PART II – Information and Communications Standards**

Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
11	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.	Conducted a review of all feedback processes.  Determined accessible formats for communication.  Ensured all Applanix staff are aware of the need to accommodate upon request.  Feedback processes will be provided in alternate formats upon request.	Completed	January 1, 2015	June 2019
12	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	Will determine what accessible formats & communication supports we will provide to persons with disabilities upon		January 1, 2016	June 2019

		communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	request (w/in 24 hours if not immediately).  Communicated information to staff to ensure everyone is aware of available materials/formats.			
Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
12		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Communicated to staff and management this requirement.  Developed protocol for situations where a suitable agreement cannot be made.		January 1, 2016	June 2019
		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Information is available on our website.  Sign in the reception area		January 1, 2016	June 2019
13	Emergency Procedures, Plans or Public Safety Info	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	Applanix emergency information is available on our website. In addition, the information is located around the office and visible in communal area.	Completed	January 1, 2012	June 2019
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)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.	All information and documents requested will be available in an accessible format.	Completed	January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than:	June 2019

					-success criteria 1.2.4 Captions (Live) -success criteria 1.2.5 Audio Descriptions (Pre-recorded)	
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**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Applanix will ensure that job postings, and email correspondence to applicants to include a statement indicating that accommodations will be provided upon request. Example: We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.	Completed	January 1, 2016	June 2019
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a	Applanix will ensure that telephone, email and letter correspondences will outline that Applanix provides accommodations when request is made.  Developed interview guidelines.	Completed	January 1, 2016	June 2019

		suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.				
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Applanix will indicate/communicate in the employment offer email requesting needs for accessibility.	Completed	January 1, 2016	June 2019
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Applanix will inform all employees that accessible formats and communication support will be provided upon request.  All information is available on the Intranet and periodically communicated by email.	Completed	Dec.17, 2013	June 2019
Section	Initiative	Description	Action	Status	Compliance Date	
25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Employees will be provided with the information during orientation.	Completed	January 1, 2016	June 2019
25		25.(3)Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	See 25. (1)	Completed	January 1, 2016	June 2019
26	Accessible Formats & Communication Supports for Employees	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,	Applanix will review and update policies and procedures for the provision of job accommodations		January 1, 2016	June 2019

		(a) information that is needed in order to perform the employee's job; and  (b) information that is generally available to employees in the workplace.				
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	List of what employee will require.		January 1, 2016	June 2019
27	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to employee's disability.		Completed	January 1, 2012	June 2019
Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
27		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Workplace Emergency Response forms have been prepared for employees who have disclosed a disability.		January 1, 2012	June 2019
27		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.			January 1, 2012	June 2019
27		(4) Every employer shall review the individualized workplace emergency response information,			January 1, 2012	June 2019

		(a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.				
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	A process is in place to work with the employee who requires Individual accommodation.		January 1, 2016	June 2019
<b>Section</b>	<b>Initiative</b>	<b>Description</b>	<b>Action</b>	<b>Status</b>	<b>Compliance Date</b>	<b>Reviewed Date</b>
28	Documented Individual Accommodation Plans	28 (2) The process for the development of documented individual accommodation plans shall include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where	Prepared communication strategy to communicate obligations to employees  Developed a template to guide the accommodation plan process  Developed a written process for IAP  Applanix will maintain individual accommodation documents		January 1, 2016	June 2019

		<p>the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</p> <p>5. The steps taken to protect the privacy of the employee's personal.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>				
Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and</p> <p>(b) shall document the process.</p>	<p>Reviewed return to work policy and procedure</p> <p>Revised as necessary to incorporate AODA requirements</p> <p>Updated procedures in writing</p>	Completed	January 1, 2016	June 2019
29		29. (2) The return to work process shall,	Outlined the steps Applanix will take to facilitate the return to work, and include documented		January 1, 2016	June 2019



		(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use individual documented accommodation plans, as described in section 28, as part of the process.	individual accommodation plans as part of the process			
29		29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.			January 1, 2016	June 2019
30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Only applies to organizations that have performance management. Review current process.  Provided feedback to employees – electronically on Workday, in an in person meeting  If person has an IAP, Applanix will take into account how information needs to be communicated.		January 1, 2016	June 2019
Section	Initiative	Description	Action	Status	Compliance Date	Reviewed Date
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Reviewed current processes. Need to keep IAP's in mind.		January 1, 2016	June 2019

32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Reviewed current processes. Need to keep IAP's in mind.		January 1, 2016	June 2019
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