

## HH Angus Integrated Accessibility Standards Multi-Year Plan

HH Angus plans to take the following actions, to ensure compliance with the Integrated Accessibility Standards in the **ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**

### By January 1<sup>st</sup>, 2014

- Develop, circulate and implement Integrated Accessibility Standards Policy.
- Develop multi-year Integrated Accessibility Standards multi-year plan, and post it on the HH Angus website. This plan will be available in an accessible format upon request, and will be reviewed at least once every 5 years

### By January 1<sup>st</sup>, 2015

- Prepare for and deliver training as required by Section 7 of the Standard.
- Conduct a review of internal and external feedback processes to ensure they are accessible to persons with disabilities.
- Determine what accessible formats and communication supports can be provided upon request. Ensure these formats and supports can be provided in a timely manner.
- Ensure staff and management are aware of the need to provide feedback in accessible formats upon request. Communicate that no additional charge is required for the accessible formats. This will be communicated during training.

### By January 1<sup>st</sup>, 2016

- Develop a protocol for situations in which a suitable accessible format or communication support cannot be identified.
- Post a notice on the HH Angus website about the availability of accessible formats and communication supports.
- Identify with the Marketing department which print materials require a notice about the availability of accessible formats and communication supports, and include said notice.
- Include a statement in job postings, advertisements and the HH Angus Careers webpage about the availability of accommodation for applicants with disabilities in the recruitment process. This will then be repeated and reinforced by the Recruiter during all phone screens.
- Accessible Interviewing Checklist will be developed and then followed.
- Include a statement in the HH Angus offer letter template that notifies the successful candidate of HH Angus' policies for accommodating employees with disabilities.
- Build upon the existing onboarding training(s) on accessibility to include the requirements under Section 25 of the Standard.
- Conduct a functional audit of the information that is needed by employees to perform their jobs and information generally availability to employees in the workplace.
- Formalize and document a process for the development of individual accommodation plans. Ensure it meets all requirements of Section 29.
- Create and begin to utilize an Individual Accommodation Plan template.

- Develop and document a Return to Work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.
- Review current performance management, career development and redeployment processes.

By January 1<sup>st</sup>, 2021

- Ensure that all HH Angus websites conform to the World Wide Web Consortium Web Content Accessibility Guidelines Level AA, in accordance with the schedule set out in Section 14 of the Standard.