

7. Multi-year plan in chart form

Multi-year accessibility plan under the Integrated Accessibility Standards				
Requirements/ steps	What must be done? Planned action	Responsibility	IASR compliance date	Target date Notes/review
General requirements of the Regulation				
Accessibility policies, practices and procedures	<p>The Palin Foundation will draft a policy that addresses how it achieves or will achieve accessibility through meeting the requirements in the IASR.</p> <p>The policy must be publicly available (we suggest that the policy be posted in a visible place on the premises and on the corporate website).</p> <p>The Palin Foundation will provide the policy in alternative formats upon request</p>	General Manager	[Large organization Jan. 1, 2014]	Complete
Multi-year accessibility plan	<p>The Palin Foundation will develop a multi-year plan outlining a strategy to prevent and remove barriers and address the current and future requirements of the AODA.</p> <p>The company will:</p> <ul style="list-style-type: none"> Assess current policies, practices and procedures, premises, access to goods and services, and information and communication systems to identify barriers for persons with disabilities 	Accessibility Advisory Committee with input from the heads of different departments	[Large organizations Jan. 1, 2014]	Complete

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	<ul style="list-style-type: none"> • Post the plan in a visible place on the premises and on the corporate website • Report annually on its website on its progress on implementing this plan • Provide all information relating to the plan in alternative formats upon request • Review and update the plan at least once every five years 			
Training	<p>The Palin Foundation will provide training to all employees, volunteers, persons who deal with customers and the public on its behalf, and persons participating in the development and approval of its policies, practices and procedures on the requirements of the Regulation and on the Human Rights Code as it pertains to persons with disabilities.</p> <p>The type and intensity of training on the requirements of accessibility standards and the Human Rights Code will vary according to the duties of the employee, volunteers or others.</p> <p>The Palin Foundation</p>	Accessibility Advisory Committee and managers / supervisors and heads of different departments	[Large organizations Jan. 1, 2015]	In Progress

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	<p>will maintain a record of the dates when training is provided and the number of individuals to whom it was provided.</p> <p>Training will re-occur when there are changes to the accessibility policies.</p>			

Requirements under the information and communications standard

Emergency procedures, plans, or public safety information	<p>The Palin Foundation, will:</p> <ul style="list-style-type: none"> • Assess the existing emergency response plan and procedures and any public safety information for barriers to persons with disabilities during an emergency • Update our emergency procedures to ensure that they can be followed by persons with disabilities to ensure they meet the needs of persons with disabilities • Upon request, provide the information in an accessible format or with communication supports as soon as practicable • Consult with the person with the disability in the case of a request for an alternative accessible format and communication supports • Provide such 	Accessibility Advisory Committee, managers/ supervisors and heads of different departments, as well as the Joint Health and Safety Committee or health and safety representative	[All organizations by January 1, 2012]	Complete
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	<p>information at a cost not more than the regular cost charged to other people</p>			
<p>Accessibility policies, practices and procedures</p>	<p>Commit to making information and communication systems and platforms accessible to persons with disabilities and address how it will be achieved.</p> <p>This policy will be posted in a visible place on the premises and on the corporate website.</p> <p>This policy will be provided in an alternative format upon request.</p> <p>The cost of providing this policy in an accessible format must not be more than the regular cost charged to other people.</p>	<p>Accessibility Advisory Committee with all departments involved in providing information and documents to customers</p>	<p>[For large organizations January 1, 2014]</p>	<p>Complete</p>
<p>Multi-year plan</p>	<p>Assess barriers to information and communications systems/platforms.</p> <p>Determine the accessibility of the Palin Foundation's information components and systems.</p> <p>Establish a practice that company documents be created in a structured electronic format to allow</p>	<p>Accessibility Advisory Committee with IT department and all departments involved in providing information and documents to customers</p>	<p>[For large organizations January 1, 2014]</p>	<p>June 30, 2015</p>

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	<p>for easier conversion to accessible formats.</p> <p>Establish a company standard for documents that will be as accessible as possible without need for accessible formats (i.e., font style, font size, colour contrast, plain language). This plan will be posted in a visible place on the premises and on the corporate website.</p> <p>Provide the plan in alternative formats upon request.</p>			
<p>Taking a person's disability into account when communicating or providing information in accessible formats and communication supports</p>	<p>Assess and review the communication needs of people with visual, hearing, learning, and cognitive disabilities and the barriers to communication that exist in your organization. Explain how you plan to produce and deliver alternately formatted material essential to your company and your customers and what those materials are.</p> <p>Post a notice on your website and on the premises that information is available in a variety of accessible formats.</p> <p>When an alternate</p>	<p>Accessibility Advisory Committee with IT department and all departments involved in providing information and documents to customers</p>	<p>[For large organizations January 1, 2016]</p>	<p>January 1st, 2016</p>

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	<p>accessible format and communication support is requested, a person with a disability will be consulted.</p> <p>Have a process in place for customers to request and be provided with information and communication in an accessible format.</p> <p>Explain when an accessible format is not feasible.</p> <p>Post this information on the company website or in a conspicuous place on the premises.</p>			
Feedback	<p>Provide, upon request, accessible formats and communication supports for receiving and responding to feedback from persons with disabilities regarding the company's information and communication systems and/or documents.</p> <p>This feedback process should not detract from the feedback process required under Accessibility Standards for Customer Service.</p> <p>This process must be arranged in a timely manner, taking into consideration the nature of the person's disability, at no more than the regular cost charged to</p>	Accessibility Advisory Committee with the IT department and Customer Service	[For large organizations, January 1, 2015]	Complete

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	<p>other persons.</p> <p>Notify the public about the availability of the accessible formats and the communication supports feedback process.</p>			
<p>Accessible websites and web content</p>	<p>Commit and plan to make your website accessible and outline the course of actions and timelines your organization will take to achieve web accessibility based on the results of your assessment and compliance with the law.</p> <p>Conduct an assessment of the organization's website and test for accessibility.</p> <p>Obtain tools and resources to build or make website accessible, and train the people who will use the software to make your website accessible.</p> <p>Develop accessible website and Web content that conforms with WCAG 2.0 level A and eventually that conforms to the WCAG 2.0 level AA.</p> <p>Launch accessible website.</p> <p>Monitor website accessibility &</p>	<p>Accessibility Advisory Committee with the IT department and with the committee responsible for achieving web accessibility</p>	<p>[For large organizations:</p> <ul style="list-style-type: none"> • By January 1, 2014, new internet websites and web content on those sites must conform with WCAG 2.0 Level A • By January 1, 2021, all internet websites and web content must conform with WCAG 2.0 Level AA, other than success criteria 1.2.4 Captions (Live), and success criteria 1.2.5 Audio Descriptions (Pre-recorded)] 	<p>Complete</p>

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	compliance with the guidelines and the law.			
Training	Provide staff training to all employees, volunteers, and persons participating in the development and approval of company's policies, practices and procedures on website accessibility.			Complete

Requirements under the employment standard

Workplace emergency response information	<p>The company will provide individualized workplace emergency response information to employees who have disclosed a disability.</p> <p>With the employee's consent, provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.</p> <p>The individualized workplace emergency response information will be reviewed:</p> <ul style="list-style-type: none"> • When the employee moves to a different location in the organization • When the employee's overall accommodations needs or plans are reviewed, and • When the employer 	Accessibility Advisory Committee, Joint Health and Safety Committee or health and safety representative, managers/supervisors and the HR department	[For all organizations January 1, 2012]	Complete
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	reviews its general emergency response policies			
Assessment of barriers in employment	Identify, remove and prevent barriers in employment by evaluating existing policies and procedures as well as the overall workplace.	Accessibility Advisory Committee, Joint Health and Safety Committee or health and safety representative, managers/ supervisors	None	In Progress
Recruitment	<p>Promote employment opportunities for the designated groups, including persons with disabilities.</p> <p>On the company's website and on job advertisements, specify that accommodation is available for job applicants with disabilities.</p> <p>Inform candidates about the availability of accommodations:</p> <ul style="list-style-type: none"> • when called for an interview • during the selection process • at the time of job offer • at orientation 	Accessibility Advisory Committee, managers/ supervisors and the HR department	<p>[For large organizations January 1, 2016]</p> <p>[For small organizations January 1, 2017]</p>	January 1, 2016
Support information for employees	Inform employees of policies and supports for employees with disabilities as soon as practicable after new employees begin employment.	Accessibility Advisory Committee, managers/ supervisors and the HR department	[For large organizations January 1, 2016]	January 1, 2016

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	Update information provided to employees as policies change.			
Accessible formats and communication	Upon request by an employee with a disability, provide accessible formats and communication supports for information in the workplace in consultation with the employee making the request.	Accessibility Advisory Committee, managers/ supervisors	[For large organizations January 1, 2016]	January 1, 2016
Documented individualized plans	Develop a written process for developing individual accommodation plans for employees with disabilities. Develop and implement a return-to-work process for employees absent due to disabilities who require accommodation to return to work. Document the process.	Accessibility Advisory Committee, managers/ supervisors	[For large organizations January 1, 2016]	January 1, 2016
Performance assessment, career development and advancement, and redeployment	Take into account the accessibility needs and accommodation plans of employees with disabilities for performance management, career development and redeployment.	Accessibility Advisory Committee, managers/ supervisors and the HR department	[For large organizations January 1, 2016] [For small organizations January 1, 2017]	January 1, 2016
Training	Provide training in respect of any changes to the policies described		On an ongoing basis	In Progress

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	in the employment standard section of the Regulation.			

Requirements under the transportation standard

This standard does not apply to us

Requirements under the built environment standard

This standard is not yet law and the Palin Foundation is committed to greater accessibility in, out of, and around the buildings we use. When the standard comes into force or (when practicable) before that happens, the Palin Foundation will ensure that facilities incorporate the standards for barrier-free design as existing spaces are renovated and/or new spaces are obtained.