



Ottawa Mould Craft Limited – Accessibility for Ontarians with Disabilities Act (AODA) Multi-year Accessibility Plan

Introduction:

The Ontario government passed the *Accessibility for Ontarians with Disabilities Act* (AODA) in 2005. Ottawa Mould Craft Limited is committed to complying with the Act and all the standards under it in order to meet the accessibility needs of persons with disabilities in a timely manner.

The regulations associated with the Integrated Accessibility Standards (ISAR) require that effective January 1, 2014, Ottawa Mould Craft Limited establish, implement, maintain and document a multi-year accessibility plan which contains the deliverables and activities that will be worked on over the next 5 years.

Under the AODA, the following accessibility standards set certain requirements that are applicable to Ottawa Mould Craft Limited:

- Customer Service
- Information and Communications
- Employment

In accordance with the requirements set out in the ISAR, Ottawa Mould Craft Limited will:

- Post the plan on its website (www.ottawamould.com)
- Provide this plan in an accessible format, upon request
- Review and update this plan at least once every five years

Multi-Year Accessibility Plan

Action	Compliance Date	Responsibility	Status
Part I – General This section of the Regulation requires employers to: <ul style="list-style-type: none"> • develop & maintain an accessibility policy and a multi-year accessibility plan • self-service kiosks – consider accessibility features that best meet the needs of customers • ensure staff and volunteers are trained on the Integrated Accessibility Standards <ul style="list-style-type: none"> • Regulation and the Ontario Human Rights Code 			
Accessibility Policies * Develop and implement Integrated Accessibility Standards Policy. * Make the Policy publicly available and provide in an accessible format, upon request. * Review & update as required	2012-01-01	Human Resources	Complete
Develop a multi-year accessibility plan * A Multi Year Accessibility Plan was developed. * Post multi-year accessibility plan on website and provide in an accessible format, upon request. * Review and update the plan at least once every five years.	2014-01-01	Human Resources	Complete Next review 2028-01-01
Training * Ensure that training is developed on the IASR and the Human Rights Code as it pertains to persons with disabilities and is provided by Jan 1, 2015 to employees, volunteers, persons who participate in developing policies and others who provide goods, service. Update training as required. * Keep a record of the dates of training and the individuals who received the training.	2015-01-01 & ongoing	Human Resources	Complete



Part II – Information and Communications Standards

This section of the Regulation includes requirements related to:

- accessible feedback processes
- accessible formats and communication supports
- publicly available emergency procedures, plans, public safety information
- accessible websites and web content

<p>Feedback processes</p> <p>*Ensure that processes for receiving and responding to feedback are accessible and meet the requirements of the IASR.</p>	<p>2015-01-01 & ongoing</p>	<p>Human Resources</p>	<p>Ongoing</p>
<p>Accessible formats and communication supports</p> <p>*Upon request, to the extent practicable, provide for provision of accessible formats and communication supports for persons with disabilities.</p> <p>* Consult with person making the request to determine suitability of accessible format or communication support.</p> <p>* Put a statement on the website that we shall, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities at a cost no more than regular cost charged to other persons.</p>	<p>2016-01-01 & ongoing</p>		<p>Ongoing</p>
<p>Emergency procedures, plans or public safety information</p> <p>* Emergency procedures, plans or public safety information, that is publicly available, shall be provided in an accessible format or with appropriate communication supports, upon request as soon as practicable.</p>	<p>2012-01-01 & ongoing</p>	<p>President and Occupational Health and Safety Team</p>	<p>Complete</p>



<p>Accessible websites and web content</p> <p>* Websites and web content published after 2012 to conform to WCAG 2.0 Level A initially and increasing to WCAG 2.0 Level AA by Jan 1, 2021 to the extent practicable other than criteria 1.2.4 (captions) and 1.2.5 (pre-recorded audio descriptions).</p> <p>NOTE: – All WCAG2.0 requirements only apply to websites, web content and web-based applications that an organization can control either directly or through a contractual relationship and where meeting the requirements are technically feasible.</p>	<p>2014-01-01 through 2021-01-01</p>	<p>QMSC</p>	<p>Ongoing</p>
<p>Part III – Employment Standards</p> <p>This section of the Regulation includes requirements related to:</p> <ul style="list-style-type: none"> • recruitment, assessment and selection • accessible formats and communication supports for employees <ul style="list-style-type: none"> • workplace emergency response • individual accommodation plans and return to work processes • performance management, career development and redeployment 			
<p>Recruitment, Assessment, Selection</p> <p>* Review and update existing recruitment, policies, procedures and processes.</p> <p>* Specify that accommodation is available for applicants with disabilities on the website and on job postings.</p> <p>* Inform applicants about the availability of accommodations: when called for an interview, during the selection process, at the time of the job offer and as soon as practicable after the new employee begins – specifically at orientation.</p> <p>* If selected applicant requests accommodation, consult with the applicant and arrange for provision of suitable accommodation in a manner that considers the applicant's accessibility needs due to a disability.</p>	<p>2016-01-01 & ongoing</p>	<p>Human Resources, all Managers / Supervisors</p>	<p>Complete</p>



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<p>Informing Employees of supports</p> <p>* Inform current employees and new hires as soon as practicable after they begin employment of policies supporting employees with disabilities.</p> <p>* Keep employees up to date on changes to policies/procedures relating to accommodation.</p>	<p>2016-01-01</p>	<p>Human Resources, all Managers / Supervisors</p>	<p>Complete</p>
<p>Accessible formats and communication supports for employees</p> <p>* When requested by an employee with a disability, employers shall consult with the employee and provide or arrange for the provision of suitable accessible formats and communication supports needed to perform the employee's job.</p>	<p>2016-01-01</p>	<p>Human Resources, all Managers / Supervisors</p>	<p>Complete</p>
<p>Workplace emergency response information</p> <p>* Individualized workplace emergency response information procedures have been developed for employees with disabilities.</p>	<p>2012-01-01</p>	<p>Human Resources</p>	<p>Complete</p>
<p>Documented individual accommodation plans / Return to work Process</p> <p>* Create a written process for the development of documented individual accommodation plans and return to work plans for employees with disabilities.</p> <p>* Include in the process and plans all the required elements in accordance with the provisions of the IASR.</p>	<p>2016-01-01</p>	<p>Human Resources</p>	<p>Complete</p>
<p>Performance management, career development, advancement and redeployment</p> <p>* Review and update existing policies, practices to ensure compliance with IASR</p>	<p>2016-01-01</p>	<p>Human Resources</p>	<p>Complete</p>



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<p>* Take the accessibility needs of employees with disabilities and, as applicable, individual accommodation plans, into account as part of performance management processes, when assessing performance, providing career development & advancement opportunities and considering redeployment.</p> <p>* If newly constructing or redeveloping outdoor public eating areas, where practicable, meet certain technical requirements in accordance with the provisions of the IASR.</p>			
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Feedback

We welcome your feedback.

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