AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

Intent

This 2024 - 2029 accessibility plan outlines the policies and actions that Woodlore 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.*

Statement of Commitment

Woodlore 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.

Plan

General Requirements			
Accessibility Requirement:	Establishment of accessibility policies	Compliance Deadline:	Jan. 1, 2014
Current Barriers:	None		
Plan to Meet Requirements:	Write and publish accessibility policies		
Potential Future Barriers:	Ongoing updates, as required		
Responsible Authority:	Nicole Chapman	Results:	Completed
Accessibility Requirement:	Training on IASR and the *Human Rights Code*	Compliance Deadline:	Jan. 1, 2015
Current Barriers:	None		
Plan to Meet Requirements:	Establish and conduct training to all employees		
Potential Future Barriers:	Ongoing updates and training of new employees as required		
Responsible Authority:	Nicole Chapman	Results:	Completed

2024 – 2029 Key Actions:

- ✓ Implement policy and procedures organization wide; update as required
- ✓ Update policy and procedures as required, as part of organization's policy review process
- ✓ File compliance report with the province in 2025

- ✓ Implement requirements of Multi-Year Accessibility Plan 2024-2029 organization wide; update with provincial amendments to standards as required
- ✓ Review and Update multi-year accessibility plan in 2028

Information and Communications Standard			
Accessibility Requirement:	Accessible formats and communication supports	Compliance Deadline:	Jan. 1, 2016
Current Barriers:	None		
Plan to Meet Requirements:	Ensure Woodlore provides or arranges for the provision of accessible formats and communication supports, when requested.		
Potential Future Barriers:			
Responsible Authority:	Nicole Chapman	Results:	Completed
Accessibility Requirement:	Accessible websites and web content	Compliance Deadline:	Jan. 1, 2014
Current Barriers:			
Plan to Meet Requirements:	New website was built with AODA web accessibility standards in mind.		
Potential Future Barriers:	Ensure new technology and website updates comply.		
Responsible Authority:	Emily Boland	Results:	Completed

2024 – 2029 Key Actions:

- ✓ Prepare and present a status update for the Senior Leadership Team annually
- ✓ Post annual status update, as required.
- ✓ Continue to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, where possible
- ✓ Review and/or update Accessible Information and Communication standard by 2029 as part of organizational policy review process
- ✓ Review and/or update Accessible websites and web content for WCAG level AA, ensure ongoing compliance
- ✓ Continue training staff on providing accessible documents, as required
- ✓ Provide training to staff, as required
- ✓ Ensure ongoing compliance

Employment Standard			
Accessibility Requirement:	Recruitment, assessment and selection processes	Compliance Deadline:	Jan. 1, 2016
Current Barriers:	None		
Plan to Meet Requirements:	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, Woodlore will consult with the		

	applicant and provide or arrange for suitable accommodation.		
Potential Future Barriers:			
Responsible Authority:	Nicole Chapman	Results:	Completed
Accessibility Requirement:	Informing employees of supports	Compliance Deadline:	Jan. 1, 2016
Current Barriers:	None		
Plan to Meet Requirements:	Woodlore will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	Nicole Chapman	Results:	Completed
Accessibility Requirement:	Accessible formats and communication supports for employees	Compliance Deadline:	Jan. 1, 2016
Current Barriers:	None		
Plan to Meet Requirements:	If an employee with a disability requests it, Woodlore will provide or arrange for the provision of accessible formats and communication supports for the following: • Information needed in order to perform his/her job; and • Information that is generally available to all employees in the workplace.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	Nicole Chapman	Results:	Completed
Accessibility Requirement:	Workplace emergency response information	Compliance Deadline:	Jan. 1, 2012
Current Barriers:	None		
Plan to Meet Requirements:	Where required, Woodlore 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.		
Potential Future Barriers:	Ongoing training for all new employees.		

Responsible Authority:	Nicole Chapman	Results:	Completed	
Accessibility Requirement:	Documented individual accommodation plans	Compliance Deadline:	Jan. 1, 2016	
Current Barriers:	None			
Plan to Meet Requirements:	Woodlore will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities.			
Potential Future Barriers:	Ongoing training for all new employees.			
Responsible Authority:	Nicole Chapman	Results:	Completed	
Accessibility Requirement:	Return to work process	Compliance Deadline:	Jan. 1, 2016	
Current Barriers:	None			
Plan to Meet Requirements:	Woodlore 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.			
Potential Future Barriers:	Ongoing training for all new employees.			
Responsible Authority:	Nicole Chapman	Results:	Completed	
Accessibility Requirement:	Performance management process	Compliance Deadline:	Jan. 1, 2016	
Current Barriers:	None			
Plan to Meet Requirements:	Woodlore will consider the accessibility needs of employees with disabilities when implementing performance management processes.			
Potential Future Barriers:	Ongoing training for all new employees.			
Responsible Authority:	Nicole Chapman	Results:	Completed	
Accessibility Requirement:	Career development and advancement	Compliance Deadline:	Jan. 1, 2016	
Current Barriers:	None			
Plan to Meet Requirements:	Woodlore will consider the accessibility needs of employees with disabilities when offering career development or advancement opportunities.			
Potential Future Barriers:	Ongoing training for all new employees.			

Responsible Authority:	Nicole Chapman	Results:	Completed	
Accessibility Requirement:	Redeployment	Compliance Deadline:	Jan. 1, 2016	
Current Barriers:	None			
Plan to Meet Requirements:	Woodlore will ensure the accessibility needs of employees with disabilities will be taken into account in the event of redeployment.			
Potential Future Barriers:	Ongoing training for all new employees.			
Responsible Authority:	Nicole Chapman	Results:	Completed	

2024 – 2029 Key Actions:

- ✓ Update Accessible Employment standard and Accommodation/work reintegration procedures by 2029 as part of organizational policy review process
- ✓ Review and update emergency plans and individual accommodation plans annually or as required to reflect virtual Work From Home status
- ✓ Support employees who need temporary or permanent work accommodation
- ✓ Continue consideration of accessibility needs during performance management process and when providing career development and advancement, and redeployment
- ✓ Continue training to all staff, volunteers, contractors and those who provide goods, services or facilities on the organization's behalf in and on an ongoing basis as required
- ✓ Ensure ongoing compliance