

CM9000 (2011-01)

<b>TITLE</b>  <b>AODA – Workers with Disabilities MULTI YEAR ACCESSIBILITY PLAN</b>	<b>MANUAL/PROCEDURE NO.</b> <b>MANA 01-02-00-020</b>		<b>PAGE</b> <b>1 of 3</b>
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	<b>ISSUED BY (NAME &amp; DEPT.)</b> <b>Human Resources</b>		
<b>BUSINESS AREA/UNIT</b> <b>1.0 Management</b>	<b>AUTHORIZED BY</b> <b>Chief Operating Officer</b>		

**Applicable Legislation:**

Accessibility for Ontarians with Disabilities Act, 2005 – Integrated Accommodation Standards, Ontario Regulation 191/11 – Section 4 – Accessibility Plan

**Relevant Guidelines:**

Ontario Human Rights Code, R.S.O 1990

**1.0 PURPOSE/SCOPE**

MANA will meet the requirements of the Ontario government for compliance to AODA Act 2005, including improving opportunities to persons with disabilities in a way that is consistent with the principles of independence, dignity, equal opportunity, and respect. This plan will be updated at least every five (5) years to ensure compliance with legislated deadlines, address existing accessibility barriers and plan for the removal and prevention of any future barriers.

**2.0 DEFINITIONS**

**Disability:** Disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005 is:

- Any degree of physical disability, infirmity, malformation or disfigurement including, but not limited to diabetes mellitus; epilepsy; a brain injury; any degree of paralysis; amputation; lack of physical coordination; blindness or visual impediment; deafness or hearing impediment; muteness or speech impediment; or physical reliance of a guide dog or other animal, or on a wheelchair or other remedial appliance or device.
- A condition of mental impairment or a development disability; a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- a mental disorder,
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety & Insurance Act, 1997.

**3.0 POLICY**

**Accessibility Plan**

Deadline	Act Section and Description	Action	Status
<b>January 1 2012</b>	<b>Employment Standards</b>		
	<b>Section 27 - Workplace Emergency Response Information</b> - Provide individualize workplace emergency response information and	✓ Established Workplace Emergency Response Information Policy	Complete

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	plan to individuals who have a disability. - The required information will be provided as soon as practicable after MANA becomes aware of the need for accommodation due to a disability and review when required as per policy.	✓ Individualize Employee Information Form  ✓ Potential Barriers Form	
<b>January 1 2014</b>	<b>General Standards</b>		
	<b>Section 3 - Establishment of Accessibility Policies</b> - Implement and maintain MANA 's AODA – Workers with Disability policies developed to ensure MANA will achieve accessibility.	✓ Establish Integrated Accessibility Standards Policy	Complete
	<b>Section 4 – Accessibility Plan</b> - Develop, implement and maintain MANA's Multi-Year Accessibility Plan. - Post on website and in facility - Review and update accessibility plan at least once every five (5) years.	✓ Develop Multi-Year Accessibility Plan	Complete/On Going
	<b>Information and Communication Standards</b>		
	<b>Section 14 – Accessible Website &amp; Web Content</b> - Make MANA web site content to conform with WCAG 2.0, Level A	✓ Implement requirements to conform with WCAG 2.0, Level A	On Going/Updating Website
<b>January 1 2015</b>	<b>General Standards</b>		
	<b>Training – Section 7</b> - Ensure the following are training on the requirements of accessibility standards: <ul style="list-style-type: none"> <li>o All employees and volunteers;</li> <li>o All persons who participate in developing the organization's policies; and</li> <li>o All other persons who provide goods, services or facilities on behalf of MANA</li> </ul>	✓ Implement general and specific training programs as per position requirements. ✓ Update as training as needed.	Complete/On Going
	<b>Information and Communication Standards</b>		
	<b>Feedback – Section 11</b> - Ensure that process for receiving and responding to feedback are accessible to persons with disabilities.	✓ Provide or arrange to provide accessible formats and communication support upon request.	Complete

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<b>January 1 2016</b>	<b>Information and Communication Standards</b>		
	<b>Accessible Formats and Communication Supports – Section 12</b> <ul style="list-style-type: none"> <li>- Upon request MANA will provide or arrange for the provisions of accessible formats and communication supports:                             <ul style="list-style-type: none"> <li>o In a timely manner taking in to account the person’s accessibility needs due to disability; and</li> <li>o At a cost that is no more that the regular cost charged to a person without a disability.</li> </ul> </li> <li>- Consult with the person making the request to determine suitability of solutions.</li> <li>- Notify the public about the availability of accessible formats and communication supports.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review and update process for accessibility requests.</li> <li>✓ Identify sources for accessible formats.</li> <li>✓ Update policy on website.</li> </ul>	Complete/On Going
	<b>Employment Standards</b>		
	<b>Recruitment – Section 22</b> <ul style="list-style-type: none"> <li>- Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review current recruitment procedures and documents and update as required.</li> </ul>	Complete/On Going
	<b>Recruitment and Selection Process - Section 23</b> <ul style="list-style-type: none"> <li>- Notify job applicants, when they are individually selected that accommodations are available upon request in relation to the materials or processes to be used.</li> <li>- If applicant requests accommodations, MANA will consult with the applicant to determine suitability of the solutions.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review current recruitment procedures and documents and update as required.</li> </ul>	Complete/On Going
	<b>Notice to Successful Applicants – Section 24</b> <ul style="list-style-type: none"> <li>- In offers of employment, notify the successful applicant of MANA’s policies for accommodating employees with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review current employment offer documents and update as required.</li> </ul>	Complete/On Going
	<b>Informing Employees of Supports – Section 25</b> <ul style="list-style-type: none"> <li>- Inform employees of policies use to support our employees with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review current communication and on boarding processes and update as required.</li> </ul>	Complete/On Going

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	<ul style="list-style-type: none"> <li>- Inform new employees as soon as practicable after they begin employment.</li> <li>- Provided updated information to employees whenever there is a change to existing policies or procedures related to accommodations of persons with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Implement process to inform employees of any changes made to policies or procedures relation to accommodations for persons with disabilities.</li> </ul>	
	<b>Accessible Formats and Communication Supports for Employees – Section 26</b> <ul style="list-style-type: none"> <li>- Consult with employees to arrange for accessible formats and communication supports for:</li> <li>- Information that is needed in order for the employees to perform their job and</li> <li>- Information that is generally available to employees in the workplace.</li> <li>- If an employee requests accommodations, MANA will consult with the applicant to determine suitability of the solutions.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review current communication and on boarding processes and update as required.</li> </ul>	Complete/On Going
	<b>Documented Individual Accommodation Plans – Section 27</b> <ul style="list-style-type: none"> <li>- Have a written policy/procedure for the development of documented individual accommodation plans for employees with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Establish a Documented Individual Accommodation Plans in a policy/procedure.</li> <li>✓ Consider current Workplace Emergency Response Information.</li> </ul>	Complete/On Going
	<b>Return to Work Process – Section 29</b> <ul style="list-style-type: none"> <li>- MANA will revise the current return to work process to accommodate employees that require disability related accommodations in or to return to work and document the process.</li> <li>- We will use the individual accommodation plans created during the process.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review current Return to Work process and update as needed.</li> </ul>	Complete/On Going
	<b>Performance Management – Section 30</b> <ul style="list-style-type: none"> <li>- MANA will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using a performance management process.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review current policies/procedures and update as required.</li> </ul>	Complete/On Going

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	<b>Career Development and Advancement – Section 31</b> - MANA will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when providing career development and advancement.	✓ Review current policies/procedures and update as required.	Complete/On Going
	<b>Redeployment – Section 32</b> - MANA will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during redeployment.	✓ Review current policies/procedures and update as required.	Complete/On Going
<b>Design of Public Spaces</b>			
At the present time MANA does not plan on developing or redeveloping any of its public spaces as defined in the Design of Public Spaces Standards. Should we choose to do so, we will revise this Multi Year Plan to include any requirements.			

**Available Documents**

Documents related to the Integrated Accessibility Standard of the Accessibility for Ontarians with Disabilities Act (AODA) will be made available upon request in an accessible format to the persons with disabilities. Requests can be made by mail, by phone or in person.

**Human Resources**  
 855 Industrial Road, Hamilton ON L8L 0B2  
 289-426-5670

REVISION LOG

REV.NO.	PAGE #	DESCRIPTION	REV. DATE
1		First Release	2019/04/01