

2020 – 2025 Integrated Accessibility Standard Regulation – Multi-year Accessibility Plan

Category: General Requirements

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
1. Establishment of Accessibility Policies	1-Jan-2014	<p>Sec. 3(2) Shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities</p> <p>Sec. 3(3) Prepare one or more written documents describing its policies</p>	No	<p>Integrated Accessibility Standard Regulation Policy has been developed.</p> <p>In support of the Company’s commitment to prevent and remove barriers to accessibility, the Company will continue to review new legislation and modify or implement policies to support this commitment, and will review and modify the policy as necessary no less than once every year.</p>	HR
2. Accessibility Plans	1-Jan-2014	<p>Sec. 4(1) Large organizations shall establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirement under this Regulation.</p>	No	<p>Multi-year accessibility plan is posted.</p> <p>This plan will be reviewed on an annual basis.</p>	HR
3. Training	1-Jan-2015	<p>Sec. 7 Every obligated organization shall ensure training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to person with disabilities</p>	No	<p>Training completed. Video program created by Ontario Human Rights Commission – Working together: the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. New employees will receive this training during orientation process. Accessibility policies will also be reviewed with new hires.</p>	HR
4. Accessibility Report	31-Dec-2023	<p>Sec. 86.1 Organizations shall file the accessibility report according to the following schedule: every three years in the case of large organizations, due date December 31, 2014</p>	No	<p>Compliance report filed December 2023</p>	HR/GM

Category: Information & Communication

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
1. Feedback from Customers & Employees	1-Jan-2015	Sec. 11 Receiving and providing feedback in an accessible format	No	Under the Customer Service Standard, a feedback process has been established for receiving and responding to feedback specifically about the manner in which the Company provides accessible goods or services to its employees, customers and clients with disabilities. All are invited to notify the Company if they need to receive information in an alternate format in order to reasonably accommodate their individual disability.	HR
2. Accessible Formats and Communication Supports	1-Jan-2016	Sec. 12 Information about their goods and services or facilities	No	The Company will review and respond to all formal requests submitted. The availability of accessible formats and communication supports will be communicated through a posting in the main entrance/lobby.	HR
		Sec. 12 Communication Supports	No	Communication supports will be provided in a timely manner which takes into account the person's individual needs. The cost to provide this service shall not be incurred by the employee, customer or client. They are consulted to determine the suitability of a communication support.	HR
3. Unconvertible Information	1-Jan-2016	Sec. 12 Examples: blue prints or x-rays	No	The Company will review its information to determine any documents that cannot be made accessible.	HR
4. Meeting requests in a timely manner	1-Jan-2016	Sec. 12 HTML, MS Word, accessible electronic formats	No	Employees, customers and clients will receive accessible documents or communication supports as soon as possible considering the nature of the request.	HR

5.	Posting Requirements	1-Jan-2016	Sec. 12 Public must be notified about accessible formats & communication supports	No	The Company will notify the public about the availability of accessible formats and communication supports by posting information in the main entrance/lobby.	HR
6.	Emergency Procedures / Plan or Public Safety Information	1-Jan-2012	Sec. 13 If publicly available must also provide in an accessible format. i.e.: evacuation procedures, floor plans, Health & Safety information	No	Any emergency procedures or public safety information will be made available in an accessible format upon request. On the AODA posting in the lobby, it is indicated "If you require accommodations in the event of an emergency evacuation, please notify the person you are here to see."	
7.	Accessible Websites & Web Content	1-Jan-2014	Sec. 14 Applies to new internet websites & content WCAG 2.0 (World Wide Web Consortium web content accessibility guidelines at Level AA)	No	Pride Bodies Ltd. website is accessible. Wabtec Corporate responsible for internet, website and content.	HR
		1-Jan-2021	Sec. 14 All internet websites and web content		Wabtec Corporate responsibility	Not applicable

Category: Employment

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
1. Recruitment, Assessment and Selection	1-Jan-2016	Sec. 22 Notify employees and public about availability of accommodation(s) for	No	Part of employment policies and contained in all offers of employment.	HR

			applicants in the recruitment process			
	Recruitment, Assessment and Selection	1-Jan-2016	Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available	No	See above	HR
		1-Jan-2016	Sec. 24 Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities	No	See above	HR
		1-Jan-2016	Sec. 25 Informing Employees of Supports - all employees must be informed of polices used to support employees with disabilities (existing employees, new hires and when there is a change to the policy)	No	See above	HR
2.	Accessible formats and communication supports for employees	1-Jan-2016	Sec. 26 Must provide in an accessible format information needed to perform the job and information which is generally available to employees in the workplace	No	See above	HR
3.	Workplace emergency response information	1-Jan-2012	Sec. 27 Provide individualized workplace emergency response information; prepare for the specific needs employees with disabilities may have in emergency situations	No	The Company will create an individualized workplace emergency response plan for employees who have a disability and require accommodation(s)/supports to evacuate their workplace in an emergency. With the employee's consent, the designated volunteer will provide assistance to the employee with the disability.	HR

4.	Documented individual accommodation plans	1-Jan-2016	Sec. 28 Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency	No	For all employees identified as having a disability, the Company works with that individual to develop a personal plan suited to them. Any designated volunteer is also engaged in this process, the supervisor is aware of the plan as is the Company emergency response team.	HR/EHS
5.	Return to Work process	1-Jan-2016	Sec. 29 Develop and have in place a RTW process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work	No	Individualized plans are also developed for all employees returning to the workplace who require such plans.	HR
6.	Performance Management	1-Jan-2016	Sec. 30 Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during the performance management process in respect to employees with disabilities	No	The performance management program makes every effort to neutralize any consideration of disability, and looks to provide necessary supports so that any employee with disability can succeed in the same manner as any other employee. Consultation with the employee who identifies with a disability is engaged in this process.	HR

7.	Career Development and Advancement	01-Jan-16	Sec. 31 Includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an org. that may be higher in pay, provide greater responsibility or be at a higher level in the org. or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them	No	See above	
8.	Redeployment	01-Jan-16	Sec. 32 Reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization	No	As with any other employee, an individual who identifies with a disability will be considered for other opportunities in the face of any reorganization or layoff, in a manner that makes every effort to neutralize the impact the disability might have on the ability of the employee to succeed in the role like another employee who does not identify with a disability.	HR

For further accommodation information, please contact Human Resources at 519 620-8787