

AODA Integrated Accessibility Standard – Multi-Year Plan

CATEGORY: GENERAL REQUIREMENTS		
Criteria	Requirements	Status
1. Establishment of Accessibility Policies	Deadline: Jan. 1, 2014 Sec. 3(2) Shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities Sec. 3(3) Prepare one or more written documents describing its policies.	Complete
Action Taken		
A third party, Workplace Safety & Prevention Services was contracted to complete the statement of commitment and policy on the Integrated Accessibility Standards Regulation.		

Criteria	Requirements	Status
2. Accessibility Plans	Deadline: Jan. 1, 2014 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 removed barriers and meet its requirement under regulation.	Complete
Action Taken		
A third party, Workplace Safety & Prevention Services was contracted to assist in with the completion of a multi-year accessibility plan. Upon request, Weins Canada shall provide or arrange to make the plan available in accessible formats for persons with disabilities. The Weins Canada multi-year plan will be reviewed and updated at least once every five years.		

Criteria	Requirements	Status
3. Training	Deadline: Jan. 1, 2015 Sec. 7 Every obligated organization shall ensure training is provided on the requirements of accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to person with disabilities.	Ongoing
Action Taken		

Criteria	Requirements	Status
4. Accessibility Report	Deadline: Jan. 1, 2015 Sec. 86.1 Organizations shall file the accessibility report according to the following schedule: every three years in case of large organizations, due date December 31 2014	Ongoing
Action Taken		
The accessibility report will be filed before the deadline of December 31, 2014		
All employees and volunteers, all persons who participate in developing the organization's policies; and all other person who provide goods, services or facilities on behalf of the organization will be trained. The Ontario Human Rights Commission's videos, Working Together: The Code and AODA will be used to train all of those who need to be trained.		

CATEGORY: INFORMATION AND COMMUNICATION

Criteria	Requirement	Status
1. Feedback from Customers & Employees	Deadline: January 1, 2015 Sec. 11 Receiving and providing feedback in an accessible format	Complete
Action Taken		
Under the Customer Service Standard a feedback process was established for receiving and responding to feedback specifically about the manner in which Weins Canada provides accessible goods or services to people with disabilities. Weins Canada's website does not currently have a spot where customers can provide feedback on the products/services offered. If feedback is elicited from employees, a variety of methods will be available and employees will be notified that if they require an accessible format to notify Weins Canada of their requirement for an accessible format.		

Criteria	Requirement	Status
2. Accessible Formats and Communication Supports	Deadline: January 1, 2016 Sec. 12 Information about their goods and services or facilities	Complete
Action Taken		
The majority of Weins Canada's documents and/or information are in an electronic or digital format which will facilitate the conversion into an accessible format. This will minimize the amount of time a customer/client will have to wait for an accessible document. Weins Canada shall upon request provide or arrange for the provision of accessible formats and communication support for persons with disabilities. However, brochures produced outside the control of the corporation are not available in an accessible format at this time. This includes automobile manuals.		
	Requirement	Status
	Sec. 12 Communication Supports	In Progress
Action Taken		
Accessible formats and communication supports will be provided in a timely manner which takes into account the person's needs. The cost to provide this service shall not be incurred by the customer/client. The customer/client will be consulted with to determine the suitability of an accessible format or communication support. A list of local service providers will be on site to facilitate this process. Information about goods, services or facilities is available on the company website. If the customer/client requires additional supports, accessible formats of Weins Canada's materials will be made available upon request and will be handled by the relevant department.		

Criteria	Requirement	Status
3. Unconvertible Information	Deadline: January 1, 2016 Sec. 12 Examples: blue prints or x-rays	Complete
Action Taken		
Weins Canada does not create/produce the brochures, manuals, etc for the products it sells. As a result, Weins Canada is not responsible for providing accessible formats for these items.		

Criteria	Requirement	Status
4. Meeting requests in a timely manner	Deadline: January 1, 2016 Sec. 12 HTML, MS Word, accessible electronic formats	Complete
Action Taken		
In some cases, Weins Canada will be able to provide the information or communications quickly. In other cases we will require more time due to the complexity of the document/drawing and resources or internal capacity of the organization. Customers/clients will receive most accessible documents within 14 business days.		

Criteria	Requirement	Status
5. Posting Requirements	Deadline: January 1, 2016 Sec. 12 Public must be notified about accessible formats & communication supports	In Progress

Action Taken		
Weins Canada will notify the public about the availability of accessible formats and communication supports via the company website.		

Criteria	Requirement	Status
6. Emergency Procedures / Plan or Public Safety Information	Deadline: January 1, 2016 Sec. 13 If publicly available must also provide in an accessible format. i.e.: evacuation procedures, floor plans, Health & Safety information	Complete
Action Taken		
Evacuation procedures, floor plans, health & safety are only used internal and are not made available to the public.		

Criteria	Requirement	Status
7. Accessible Websites & Web Content	Deadline: January 1, 2014 Sec. 14 Applies to new internet websites & content WCAG20 (World Wide Web Consortium web content accessibility guidelines at Level AA)	Complete
Action Taken		
Weins Canada does not have plans for a significant refresh (more than 50% of content, design or technology) of its website or a new url. Minor changes such as job postings are done internally.		
Criteria	Requirement	Status
	Deadline: January 1, 2021 Sec. 14 All internet websites and web content	Ongoing
Action Taken		
Significant changes to the website are handled by a contracted third party. The tips for working with web developers (Source: www.ontario.ca/AccessON , Information and Communications Standard) will be utilized to determine the level of knowledge the contracted, web developer has for implementing accessibility requirements.		

CATEGORY: EMPLOYMENT		
Component	Requirement	Status
1. Recruitment, Assessment and Selection	Deadline: January 1, 2016 Sec. 22 Notify employees and public about availability of accommodation(s) for applicants in the recruitment process	Complete
Action Taken		
Weins Canada utilizes in-house and 3rd party sources for recruitment. Positions being filled internally/recruited in-house will be posted on the company website. The availability of accommodation(s) for applicants in the recruitment process will be posted on the Career Opportunities page of the company website. When third party sources (placement agencies) are utilized to fill a position, Weins Canada will ensure they are meeting the requirements under the AODA's Employment Standard and communicating the availability of accommodations for applicants in the recruitment process. This can/will be done by adding a line in the job posting, communicating this information.		
Component	Requirement	Status
	Deadline: January 1, 2016 Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available	Complete
Action Taken		
Weins Canada will notify applicants when they are called for an interview about the availability of accommodations during the selection process. Managers/Supervisors calling an applicant for an interview will inform them of the availability of accommodations during the recruitment process.		

	Requirement	Status
	Deadline: January 1, 2016 Sec. 24 Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities	Complete

Action Taken

Weins Canada will notify the successful applicant(s) of their policies for accommodating employees with disabilities. Notification may take a variety of forms such as in writing, verbal and as part of the orientation process.

	Requirement	Status
	Deadline: January 1, 2016 Sec. 25 Informing Employees of Supports - all employees must be informed of policies used to support employees with disabilities (existing employees, new hires and when there is a change to the policy)	On Going

Action Taken

Weins Canada will inform all employees of their policies for supporting employees with disabilities. Notification may take several forms such as a newsletter, email, staff memo or staff meetings. All new hires will be informed upon hire. Existing employees will be informed when there is a change to the policy for supporting employees with disabilities.

Component	Requirement	Status
2. Accessible formats and communication supports for employees	Deadline: January 1, 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	Complete

Action Taken

The majority of Weins Canada's documents and/or information are in an electronic or digital format which will facilitate the conversion into an accessible format. This will minimize the amount of time a customer/client will have to wait for an accessible document. Weins Canada shall upon request provide or arrange for the provision of accessible formats and communication support for persons with disabilities. However, brochures produced outside the control of the corporation are not available in an accessible format at this time. This includes automobile manuals.

Component	Requirement	Status
3. Workplace emergency response information	Deadline: January 1, 2012 Sec. 27 Provide individualized workplace emergency response information ; prepare for the specific needs employees with disabilities may have in emergency situations	Complete

Action Taken

Weins Canada will create an individualized workplace emergency response form for employees who have a disability and require accommodation(s)/supports to evacuate their workplace in an emergency. With the employee's consent, the person designated to provide assistance to the employee will be provided with the necessary information to assist the employee with the disability.

Component	Requirement	Status
4. Documented individual accommodation plans	Deadline: January 1, 2016 Sec. 28 Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency	Complete

Action Taken

Weins Canada will create an individual accommodation plan for any employee for which they have been made aware has a disability. There may be times when Weins Canada will initiate a dialogue to offer assistance and accommodation for employees who are clearly unwell or perceived to have a disability. The employee will be included in the

development of the plan. Weins Canada may seek outside medical or other expert evaluations in order to provide appropriate supports. The plan will be reviewed when there is a change in the employee's disability or job.

Component	Requirement	Status
5. Return to Work process	Deadline: January 1, 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	In Progress
Action Taken		
Weins Canada shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process will be documented. If an individual's injury is covered by the return to work provisions of the Workplace Safety and Insurance Act, then that Act's return to work process would apply.		

Component	Requirement	Status
6. Performance Management	Deadline: January 1, 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	In Progress
Action Taken		
Under the AODA, the term performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success. Weins Canada will consider the accessibility needs of employees with disabilities in the area of performance management.		

Component	Requirement	Status
7. Career Development and Advancement	Deadline: January 1, 2016 Sec. 31 Include 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	Complete
Action Taken		
Weins Canada will take into account what accommodations employees with disabilities may need to succeed elsewhere in the organizations or to take on new responsibilities in their current position. If the employee has an individual accommodation plan in place, the plan must be updated to reflect the changes in their new responsibilities.		

Component	Requirement	Status
8. Redeployment	Deadline: January 1, 2016 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	Complete
Action Taken		
In the event that Weins Canada will employ a redeployment process, it will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization. If the employee has an individual accommodation plan, the plan will be reviewed and updated to reflect the changes in their new responsibilities		