

Access Community Services Inc.

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Multi Year Accessibility Plan 2020-2025

Expected Completion Date	AODA Requirements	Steps to Meet Requirements	Status		
			Complete	In Progress	Ongoing
2020	Update Multi Year Plan	Update Multi Year Accessibility Plan outlining strategic direction to prevent and remove barriers, repost updated plan on agency website.	√		
Annually	Review Multi Year Plan	Review annual Multi Year Accessibility Plan outlining strategic direction to prevent and remove barriers.			√
Annually	Annual AODA Training for employees, volunteers and board members.	Continue to update and revise training as needed. Train employees, volunteers and board members annually on AODA requirements.			√
Annually	Information and Communications	Review website capabilities annually to ensure they are in compliance with WGAG 2.0 AA as required by AODA			√
2022	Individualized Emergency Response Plan for Employees with Disabilities	<ul style="list-style-type: none"> • Information is provided at the commencement of employment as part of the HR orientation • Auxiliary Service Manager and Home Supervisor to explore emergency procedures for location and integrate employee accommodations as required • Auxiliary Service Manager and Executive Director or designate will review location emergency plans annually or as required 		√	

2022	Individualized Accommodations Plan	<p>Ensure process and protocols are in place. Process to outline:</p> <ul style="list-style-type: none"> • How an employee can request accommodation and participate in developing the plan • How an employee can request a representative from the workplace or from the union (if there is one), can participate in the creation of the plan • How the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employee in determining if accommodation can be achieved • Steps taken to protect the confidentiality of the employee's personal information • How and when the plan will be completed, frequency of review/updates and how it is executed • Explanation of why the individual's accommodation plan was denied 		✓	
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