

EWI Multi-Year Accessibility Plan

Part 1: General Requirements

Initiative	ISAR Requirements	Action	Commencement	Compliance Date
1.1 Establishment of Accessibility Policies	Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meetings its requirements under the accessibility standards referred to in this Regulation.	Develop and implement Integrated Accessibility Standards Policy. Policy is posted on EWI website and Intranet.	Completed	January 1 2014
1.2 Accessibility Plans	Large Organizations shall, (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation; (b) post the accessibility plan on their website, if any, and provide the plan in a accessible format upon request; and (c) review and update the accessibility plan at least once every five years.	EWI will develop a multi-year accessibility plan with Accessibility Coordinator and Project Team	Completed	January 1 2014
1.3 Training	Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, (a) all employees, and volunteers (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	Provide in-house training to every persons representing EWI with specific training platforms. Orientation packages will be updated to properly include necessary training going forward. Updates to training platforms will be made as required to maintain compliance.	Completed	January 1 2015

Part 2: Information and Communications Standards

Initiative	ISAR Requirements	Action	Commencement	Compliance Date
2.1 Feedback	Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to person with disabilities by providing or arranging for accessible formats and communications supports, upon request.	EWI will identify sources of internal and external feedback Determine alternate formats As needed, EWI will update current process for requesting accessible formats (including alternate methods if required)	Ongoing	January 1 2015
2.2 Accessible Formats & Communication Supports	2.2.1 Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities; (a) in a timely manner that takes into account the person's accessibility needs due to disability; and (b) at a cost that is no more than the regular cost charged to the other persons.	EWI will review and update process for accessibility requests Update websites to reflect accessible formats and communications support Ensure staff and management are aware of the need to accommodate upon request through training	Ongoing	January 1 2016
	2.2.2 The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	EWI will communicate to staff and management of this requirement through training. All requests are to be directed to Accessibility Coordinator. EWI will develop a protocol for when situations where a suitable decision cannot be reached	Ongoing	January 1 2016
	2.2.3 Every obligated organization shall notify the public about the availability of accessible formats and communication supports	EWI will incorporate language in marketing materials and website to advise that, in accordance with AODA, accessible format may be made available upon request	Ongoing	January 1 2016
2.3 Accessible Websites & Web Content	Large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.1, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Accessibility Coordinator and Marketing to attend workshop on Accessible Websites Continuous communication between Accessibility Coordinator and Web team Continuously review WCAG guidelines to be informed of changes and updates	Complete Ongoing	January 1 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A. January 1 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than, • Success criteria 1.2.4 Captions (Live) • Success criteria 1.2.5 Audio Descriptions (Pre-recorded)

Part 3: Employment Standard				
Initiative	ISAR Requirements	Action	Commencement	Compliance Date
3.1 Recruitment, General	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	EWI will include a statement in all job postings stating our commitment in providing accommodations for person with disabilities EWI will review our current recruitment process and systems, and update as required	Ongoing	January 1 2016
3.2 Recruitment, Assessment or Selection Process	3.2.1 During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process which accommodations are available upon request in relation to the materials or process to be used. 3.2.2 if a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicants' accessibility needs due to disability.	EWI will review our current recruitment process and systems, and update as required	Ongoing	January 1 2016
3.3 Notice to Successful Applicants	Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities	EWI will incorporate in all offer letters a section regarding EWI's accessibility policies and where to access additional information on EWI internal Intranet	Ongoing	January 1 2016
3.4 Informing Employees of Supports	3.4.1 Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability	EWI will circulate necessary policies, provide training and create staff announcements to ensure all members of EWI are made aware	Ongoing	January 1 2016
	3.4.2 Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment	Accessibility process and policies will be incorporated in the Hire-on process	Ongoing	January 1 2016
	3.4.3 Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account and employee's accessibility needs due to disability	EWI will circulate necessary policies, provide training and create staff announcements to ensure all members of EWI are made aware	Ongoing	January 1 2016
3.5 Accessible Formats and Communication Supports for Employees	3.5.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) information that is needed in order to perform the employee's job; and (b) information that is generally available to employees in the workplace.	EWI will educate employees and managers on the availability of accessible formats and communication supports in accordance with AODA EWI will educate employees and managers on processes for requesting accessible information EWI will review ergonomic assessment process to identify gaps and implement improvements as necessary	Ongoing	January 1 2016
	3.5.2 The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	EWI will develop a process for consulting with employees to determine final outcome of accommodations required. As well as, a process on notifying the employee of outcome achieved	Ongoing	January 1 2016
3.6 Workplace Emergency Response Information	3.6.1 Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	EWI has a process developed regarding individual plans	Complete	January 1 2012
	3.6.2 If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the persons designated by the employer to provide assistance to the employee.	EWI has a process developed regarding individual plans, including information about employee consent for assistance	Complete	January 1 2012
	3.6.3 Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Upon request, the Accessibility Coordinator will work with the individual who requires accommodation, to provide Individual Workplace Emergency Response Information as soon as possible	Complete	January 1 2012
	3.6.3 Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization (b) when the employee's overall accommodations needs or plans are reviewed; and	EWI processes include information regarding the creation of Individualized Workplace Emergency Response Information for when plans and information are to be reviewed due to a move, or change in accommodation needs	Complete	January 1 2012

	(c) when the employer reviews its general emergency response policies			
3.7 Documented Individual Accommodation Plans	3.7.1 Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities	EWI will develop a process for the development of documented individual accommodation plans for employees with disabilities		January 1 2016
	3.7.2 The process for the development of documented individual accommodation plans shall include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if accommodation can be achieved and, if so, how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.	EWI will develop a process for the best suited accommodation plan		January 1 2016
3.8 Return to Work Process	3.8.1 Every employer, other than an employer that is a small organization, (a) 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; and (b) shall document the process.	EWI will review current process and update as necessary	Ongoing	January 1 2016
	3.8.2 The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to work; and (b) use documented individual accommodation plans, as part of the process.			
	3.8.3 The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.			
3.9 Performance Management	An employer that uses performance management in respect to its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities	EWI will review current process keeping individual accommodation plan in mind	Ongoing	January 1 2016
3.10 Career Development & Advancement	An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	EWI will review current process keeping individual accommodation plan in mind	Ongoing	January 1 2016
3.11 Redeployment	An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities	EWI will review current process keeping individual accommodation plan in mind	Ongoing	January 1 2016