

Accessibility Multi-Year Plan and Policy

Eramosa Engineering Inc. (Eramosa) is committed to excellence in service for all clients including people with disabilities. We want to ensure that our policy and practices follow the core principles of independence, dignity, integration and equality of opportunity for all persons as identified in the Ontario Human Rights Code. Through this commitment, Eramosa has developed the following multi-year plan to achieve these goals.

PART I - GENERAL REQUIREMENTS SECTION

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Policy posted on Eramosa website	Complete	January 1, 2015
4	Accessibility Plans	4.(1) 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 an accessible format upon request; and c) Review and update the accessibility plan at least once every five years.	Multi-year plan to be posted on the Eramosa website Review of the plan.	Posted Ongoing	January 1, 2015 December 2020
7	Training	7.(1) 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	AODA Training is provided to all staff and all new staff within 3 months of hire.	Ongoing	January 1, 2015

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		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.	Training is conducted when changes to the plan are made.	Ongoing	

PART II - INFORMATION AND COMMUNICATION STANDARDS

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	<p>Feedback process in place.</p> <p>Determine what accessible formats and communication supports are needed and provide as requested.</p> <p>Ensure staff and management are aware of the need to accommodate upon request.</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>	January 1, 2015
12	Accessible Formats & Communication Supports	12.(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 other persons.	<p>Determine what accessible formats and communication supports we will provide to persons with disabilities upon request.</p> <p>Ensure these formats and supports are provided in a timely manner.</p>	<p>Ongoing</p> <p>Ongoing</p>	January 1, 2015
12		12.(2) The obligated organization shall consult with the person making the request		Ongoing	January 1, 2015

Section	Initiative	Description	Action	Status	Compliance Date
		in determining the suitability of an accessible format or communication support.			
12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Posted on website	Ongoing	January 1, 2021
13	Emergency Procedures, Plans or Public Safety Info	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	Internal	Ongoing	January 1, 2015
14	Accessible Websites and Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Review of WCAG guidelines to ensure compliance with changes and updates.	Complete	January 1, 2014 <ul style="list-style-type: none"> • WCAG 2.0 Level A. January 1, 2021 <ul style="list-style-type: none"> • WCAG 2.0 Level AA

PART III - EMPLOYMENT STANDARD SECTION

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes	Job postings and Eramosa website notifies our staff and the public of the availability of accommodations for applicants with disabilities in our recruitment policies.	Ongoing	January 1, 2016
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. (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 applicant’s accessibility needs due to disability.	Job applicants are notified that accommodations are available upon request. If requested, Eramosa will consult with and provide/arrange for a provision of a suitable accommodation.	Ongoing Ongoing	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Successful applicants are notified along with the offer of employment of our policies for accommodating employees with disabilities.	Ongoing	January 1, 2016

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25	Informing Employees of Supports	25.(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.	Employees are made aware of supports for employees with disabilities including but not limited to policies on the provision of job accommodations that take into account and employee's accessibility needs due to disability.	Ongoing	January 1, 2016
25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Employees are notified via Eramosa's intranet and company handbook of our accessibility policies and provisions for accommodations as required.	Ongoing	January 1, 2016
25		25.(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 an employee's accessibility needs due to disability	See 25.(1)	Ongoing	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	26.1 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	Audit of information specific to employee's department and role.	Ongoing	January 1, 2016

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		(b) information that is generally available to employees in the workplace			
27		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Best Practices: Workplace Emergency Response Plan Individual Employee Accessibility Information Form Develop Individual workplace emergency response information for those with disabilities	Completed Ongoing as needed	January 1, 2012
27		(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 person designated by the employer to provide assistance to the employee.	Part of Individual Employee Accessibility Information Form	Ongoing	January 1, 2012
27		(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.	Part of Individual Employee Accessibility Information Form	Ongoing	January 1, 2012
27		(4) Every employer shall review the individualized workplace emergency response information,	Part of Individual Employee Accessibility Information Form	Ongoing	January 1, 2012

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		<p>(a) when the employee moves to a different location in the organization;</p> <p>(b) when the employee's overall accommodations needs or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies</p>			
28	Documented Individual Accommodation Plans	28.(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.	Form was developed for those requiring individual accommodation plans	Ongoing	January 1, 2016
28		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 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 and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative 	Eramosa's Accommodation Plan process includes all of the required elements as noted.	Ongoing	January 1, 2016

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		<p>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.</p> <p>5. The steps taken to protect the privacy of the employee's personal information</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
29	Return to Work Process	29.(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.		Ongoing	January 1, 2016
29		29. (2) The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who	Steps are included in the process.	Ongoing	January 1, 2016

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		<p>were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p>			
29		29. (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.	Included in the process.	Ongoing	January 1, 2016
30	Performance Management	30.(1) An employer that uses performance management in respect of 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.	Will be reviewed as needed.	Ongoing	January 1, 2016
31	Career Development and Advancement	31.(1) 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.	Will be considered and addressed where required.	Ongoing	January 1, 2016
32	Redeployment	32.(1) 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.	Should redeployment be required Eramosa will take into consideration the accessibility needs of its employees with	Ongoing	January 1, 2016

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			disabilities and individual accommodation plans.		