

Integrated Accessibility Standard Regulation – Multi-year Accessibility Plan

Category: General Requirements

	Component	Deadline	Requirement	Action(s)	Who
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>	A third party, Workplace Safety & Prevention Services was contracted to complete the statement of commitment and policy on the Integrated Accessibility Standard Regulation.	Management
2	Accessibility Plan	1-Jan-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 remove barriers and meet its requirement under this Regulation.	Workplace Safety & Prevention Services was contracted to complete a multi-year accessibility plan.	Management
3	Self-Service Kiosks	1-Jan-2014	Sec. 7(2) Large organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	<p>"Kiosk" means an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both.</p> <p>Teknaform Inc. is not aware at this time of any kiosks being utilized. Should this change in the future, Teknaform Inc. will ensure it meets this requirement.</p>	Management

	Component	Deadline	Requirement	Action(s)	Who
4	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>	<p>All employees, volunteers, persons who participate in developing the organization's policies; and all other persons who provide goods, services or facilities on behalf of the organization will be trained.</p> <p>Training will be on the requirements of the Integrated Accessibility Standard and will be appropriate to the duties of the individual being trained. Employees will also be trained on the Ontario Human Rights Code as it pertains to persons with disabilities using the Ontario Human Rights Commission's videos, Working Together: The Code and AODA.</p>	Management
5	Accessibility Report	1-Jan-2015	<p>Sec. 86.1 Organizations shall file the accessibility report according to the following schedule: every three years in the case of large organizations.</p>	<p>Report was filed before January 1, 2015. The next report will be filed before January 1, 2018.</p>	Management



Category: Information & Communications Standards

	Component	Deadline	Requirement	Action(s)	Who
1	Feedback from Customers	1-Jan-2015	Sec. 11 Receiving and providing feedback in an accessible format.	Teknaform Inc. does not have a formal process for soliciting feedback from its customers. If this changes in the future, Teknaform Inc. will ensure the process is facilitated in a way which takes into account a variety of disabilities.	Management
2	Accessible Formats and Communication Supports	1-Jan-2016	Sec. 12 Information about their goods and services or facilities.	Teknaform Inc. shall upon request, provide or arrange for the provision of accessible formats for persons with disabilities. The availability of accessible formats will be communicated through a posting at reception and on our website at www.teknaform.com .	VP Sales
			Sec. 12 Communication Supports.	Communication supports will be provided in a timely manner which takes into account a person's needs. The cost to provide this service shall not be incurred by the customer. The customer will be consulted with to determine the suitability of a communication support.	VP Sales

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3	Unconvertible Information	1-Jan-2016	Sec. 12 Examples: blue prints or x-rays.	Teknaform Inc. is not aware of any unconvertible information at this time. Should this change in the future, the accessibility plan posted on our website will be amended.	Management
4	Meeting requests in a timely manner	1-Jan-2016	Sec. 12 HTML, MS Word, accessible electronic formats.	Teknaform Inc. will be able to provide the accessible documents or communication supports within ten (10) business days.	Management
5	Posting Requirements	1-Jan-2016	Sec. 12 Public must be notified about accessible formats & communication supports.	Teknaform Inc. will notify the public about the availability of accessible formats and communication supports via an AODA posting at reception and on the company's website, www.teknaform.com .	Management
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.	Any emergency procedures/plan or public safety information Teknaform Inc. makes publicly available will be made available in an accessible format upon request.	Management

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7	Accessible Websites & Web Content	1-Jan-2014	Sec. 14 Applies to new internet websites & content WCAG 2.0 A Level.	Teknaform Inc. did not create a new URL or change their existing website by more than 50%.	Not Applicable
		1-Jan-2021	Sec. 14 All internet websites and web content (World Wide Web Consortium web content accessibility guidelines at Level AA)	Teknaform Inc. utilizes an external, third party web site developer. We will ensure the web developer is aware of this requirement and that our website is compliant on or before the deadline of January 1, 2021.	Management

Category: Employment

	Component	Deadline	Requirement	Action(s)	Who
1	Recruitment, Assessment and Selection	1-Jan-2016	Sec. 22 Notify employees and public about availability of accommodation(s) for applicants in the recruitment process.	<p>Teknaform Inc. utilizes a variety of methods to recruit. When posting open positions, information about the availability of accommodations will be added to the job postings.</p> <p>If utilizing placement agencies, Teknaform Inc. will ensure the agency is meeting this requirement.</p>	Management
		1-Jan-2016	Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available.	Teknaform Inc. will notify applicants when they are contacted for an interview about the availability of accommodations during the recruitment process. This will be done by phone or email when booking an interview date and time.	Management

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Recruitment, Assessment and Selection	1-Jan-2016	Sec. 24 Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities.	Teknaform Inc. will notify the successful applicant(s) of our policies for accommodating employees with disabilities. All new hires receive written offers of employment with this information.	Management
	1-Jan-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).	Teknaform Inc. will inform all employees of our policies for supporting employees with disabilities. Notification will be done through our Employee Handbook.	Management
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.	Teknaform Inc. will, upon request, consult with an employee with a disability to determine which accessible formats or communication supports they require to perform the duties of their job. This will be communicated through our Employee Handbook.	Management



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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.	<p>Teknaform Inc. 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.</p> <p>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.</p>	Management
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.	<p>Teknaform Inc. will create an individualized accommodation plan for any employee for which they have been made aware has a disability. There may be times when we may initiate a dialogue to offer assistance for employees who are clearly unwell or perceived to have a disability. The employee will be included in the development of the plan. This plan will be reviewed when there is a change in the employee's disability or job.</p>	Management

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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.	<p>Teknaform Inc. has developed and has 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.</p> <p>The return to work process will be documented.</p> <p>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.</p>	Management
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.	<p>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. Teknaform Inc. will consider the accessibility needs of employees with disabilities in the area of performance management.</p>	Management

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7	Career Development and Advancement	1-Jan-2016	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 organization.	<p>Teknaform Inc. will take into account what accommodations employees with disabilities may need to succeed elsewhere in the business or to take on new responsibilities within their current position.</p> <p>If the employee has an individual accommodation plan in place, the plan will be updated to reflect the changes in their new responsibilities.</p>	Management
8	Redeployment	1-Jan-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.	<p>In the event that Teknaform Inc. initiates a redeployment process, it will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization.</p> <p>If the employee has an individual accommodation plan, the plan will be reviewed and updated to reflect the changes in their new responsibilities</p>	Management