



Accessibility for Ontarians with Disabilities Act, 2005

# **Plexxus Accessibility Action Plan**

Status Legend: 1 = Complete; 2 = In Progress

Accessibility Standards for Customer Service

AODA Standards / Regulation Reference O. Reg.429/07, s. 3	I: Establishment of policies, practises and procedures						Compliance Deadline: January 1st, 2012
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS	
3.1 to 3.5 Establish policies, practises and procedures	Establish polices, practises and procedures governing the provision of its goods or services to persons with disabilities	Embed AODA language into service contracts	1		Legal Counsel		
	Make reasonable efforts to ensure the above follow principles in regulations	Develop and issue an Accessibility Standards for Customer Service policy	1		VP, HR		
	Policy must deal with use of assisted devices	Post policy on Plexxus website	1		VP, HR		
	Document the above and upon request shall provide a copy of documentation to any person						

AODA Standards / Regulation Reference O. Reg.429/07, s. 4	I: Use of service animals and support persons						Compliance Deadline: January 1st, 2012
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS	
4.1 to 4.9 Use of animals and support persons to members of the public or other third parties	Ensure access to premises if accompanied by guide dog or other service animal or if accompanied by a support person	Embed in policy	1		VP, HR		
	Document the above and upon request shall provide a copy of documentation to						

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any person					
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AODA Standards / Regulation Reference O. Reg.429/07, s. 5	I: Notice of Temporary Disruptions						Compliance Deadline: January 1st, 2012
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS	
<b>5.1 to 5.4</b> Provide notice of disruption	In notice of disruption, include reason, anticipated duration Post in a conspicuous place on premises	Ensure property management is compliant	<b>1</b>		HR and Health & Safety Committee	Plexxus does not manage the buildings we occupy, nor control the service work – Plexxus to observe the landlords compliance	

AODA Standards / Regulation Reference O. Reg.429/07, s.6	I: Training for Staff						Compliance Deadline: January 1st, 2012
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS	
<b>6.1 to 6.6</b> Training about the provision of goods or services to persons with disabilities	Provide training to every person who deals with members of the public or other third parties on behalf of the provider  Training to include how to interact and communicate with persons with various disabilities, including those who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person; how to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods or services to a person	In hospital employees to join hospital training Train staff who did not participate in first round of training	1 1		Human Resources/ Purchasing & Sourcing Managers		

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	<p>with disability</p> <p>Training provided as soon as practicable after assigning applicable duties</p> <p>Training provided on an ongoing basis with changes to the policies, practises and procedures</p> <p>Keep records of the training provided, including dates on which the training is provided and number of individuals to whom its provided</p> <p>Document training policy including a summary of the contents of the training and details of when the training is to be provided</p>		<p>1</p> <p>1</p> <p>1</p>			<p>Building process for sustaining training</p> <p>Centralizing training information</p> <p>Part of policy—updating Training materials to include Integrated Accessibility Standards</p>
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AODA Standards / Regulation Reference O. Reg.429/07, s. 7	I: Feedback process for providers of goods or services <span style="float: right;">Compliance Deadline: January 1st, 2012</span>					
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS
<p><b>7.1-7.4</b> Establish a process for receiving and responding to feedback about the manner in which it provides goods or services to persons with disabilities and</p>	<p>Establish process permitting persons to provide their feedback in person, by telephone, in writing, email, on diskette or otherwise</p> <p>Process to included actions to be taken if complaint is received</p>	<p>Highlight the process on the Plexxus internet</p>	<p>1</p>		<p>VP, HR</p>	<p>Embedded in policy</p>

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make available to the public	Document the process and upon request shall provide a copy of documentation to any person					
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AODA Standards / Regulation Reference O. Reg.429/07, s. 8	I: Notice of availability of documents						Compliance Deadline: January 1st, 2012
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS	
8.1-8.2 Notify persons to whom Plexxus provides services that the documentation required by this regulation are available upon request	Notice may be given by posting on website	Keep key stakeholders aware of AODA Plan and status	1		VP, HR; Purchasing/ Sourcing Personnel	Suppliers informed through RFx's., contracts, internet; hospital stakeholders informed through email and internet	

AODA Standards / Regulation Reference O. Reg.429/07, s. 9	I: Format of Document						Compliance Deadline: January 1st, 2012
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS	
9.1-9.2 Documents requested take into account the person's disabilities	The provider of the goods and services and the person with the disability may agree upon the format to be used for the document or information	Post on internet	1		VP, HR		

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	I: Compliance Reporting						Compliance Deadline: January 1st, 2013
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY	COMMENTS	
Report Accessibility Standard for Customer Service Plan	Complete compliance report	Set up Plexus on Ontario Government link Complete on line check list	1 1		VP, HR VP, HR		

**Integrated Accessibility Standards**

**Part I: General Standards – s.3**

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	I: Accessibility Policies						Compliance Deadline: January 1st, 2014
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS	
<b>3.1</b> Establish accessibility policies	Policies that govern how to achieve accessibility through meeting the IASR requirements are developed, implemented and maintained	Amend RFX process to contemplate accessibility criteria, if applicable	1		Director, Op Excellence		
		Amend contracts to included AODA compliance language for supplier/vendors	1		Director, Op Excellence		
		Develop complaint procedure and embed in Procurement procedure	1		Director, Op Excellence		
<b>3.2</b> Statement of organizational	Statement of organizational commitment to meet the accessibility needs of persons with disabilities is included in policy	Update Procurement Procedure document, adding statement of commitment	1		Director, Op Excellence		

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commitment						
<b>3.3</b> Make policy documents publicly available	Written policy documents are made publicly available and in accessible format upon request	Post on Statement of Organizational Commitment internet Include language regarding accessible format	1 1		Communications Manager	

AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-Year Accessibility Plans					
	Compliance Deadline: January 1st, 2014					
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<b>4.1</b> Establish multi-year accessibility plan	A multi-year accessibility plan outlining strategy to identify, remove and prevent barriers and meet requirements of IASR is established, implemented, maintained and documented	Develop Plan (this document)	1		VP, HR	
	The accessibility plan is posted on website and provided in an accessible format upon request	Post on internet, with messaging around format	1		Communications Manager	
	Plan is reviewed and updated at least once every 5 years	Compliance report related to Customer Service Standards due by December 31, 2014	1		VP, HR	
<b>4.2</b> Conduct consultation with persons with disabilities	Consultation with persons with disabilities and if one exists, an accessibility advisory committee					

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4.3 Prepare annual status report	Report on the year's progress toward goals and targets identified in multi-year accessibility plan		1		VP, HR	Recommendation is that employers may want to perform a readiness assessment as part of this step
	The report is posted on website and provided in an accessible format upon request		1			Progress is tracked through this plan

**Part I: General Standards – s.4**

**Part I: General Standards – s.5**

AODA Standards / Regulation Reference O. Reg.191/11, s. 5	I: Procuring or Acquiring Goods, Services or Facilities					Compliance Deadline: January 1st, 2013
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
5.1 Incorporate accessibility criteria and features into procurement process		Amend RfX process to contemplate accessibility criteria, if applicable	1		Director, Op Excellence	
		Amend contracts to included AODA compliance language for supplier/vendors	1		Director, Op Excellence	
		Develop guideline for RfX	1		Director, Op Excellence	
5.2 Provide explanation if impracticable, upon request						



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Part I: General Standards – s.6

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-Service Kiosks						Compliance Deadline: January 1st, 2013					
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS				
6.1 Incorporate accessibility features when procuring or acquiring self-service kiosks		Incorporate Kiosk language into guidelines for Purchasing/Sourcing employees to reference	1				Director, Op Excellence					

AODA Standards / Regulation Reference O. Reg.191/11, s. 7	I: Training						Compliance Deadline: January 1st, 2015					
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS				
7.1 Provide training on IASR accessibility standards and Human Rights Code	All employees, volunteers, persons participating in development of organizational policy and other persons who provide goods, services or facilities on behalf of the organization, receive training	Develop training plan and review with VP, HR  Plan to include training acknowledgement form and record of training completion	1				Senior Manager, HR					
7.2 Training is appropriate to duties	Training is appropriate to the duties of the training participants		1									

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<b>7.3</b> As soon as practicable	Training is delivered as soon as practicable	Part of Plexxus new hire onboarding program.	1					Senior Manager, HR	
<b>7.4</b> Training regarding policy changes	Training in respect of any changes to the policy described in Section 3 is provided	If there is a change to policy then ensure existing training materials are updated in a timely manner; notify employees once changes have been posted	1					Senior Manager, HR	
<b>7.5</b> Record of training	A record of training provided under this section, including dates of training and number of individuals is kept	Refer to above	1					Senior Manager, HR	

**Part I: General Standards – s.7**

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Process						Compliance Deadline: January 1st, 2015	
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS		
<b>11.1</b> Ensure feedback processes are accessible by accessible formats and/or communication supports upon request			1			Communications Manager; VP. HR		

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<p><b>11.3</b> Notify the public about the availability of accessible formats and communication supports</p>			1					Communications Manager	
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Part II: Information and Communication Standards – s.11

Part II: Information and Communication Standards – s.12

AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports						Compliance Deadline: January 1st, 2016	
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<p><b>12.1</b> Every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities</p>	<p>Accessible formats and communication supports are provided</p> <ul style="list-style-type: none"> <li>- in a timely manner that takes into account the person’s accessibility needs due to disability and</li> <li>- at a cost that is no more than the regular cost charged to other persons</li> </ul>		1				Senior Manager, HR	
<p><b>12.2</b> The obligated organization shall consult with the person making the request in determining the suitability of an</p>		As needed	1				Senior Manager, HR	

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accessible format or communication support.									
12.3 Every obligated organization shall notify the public about the availability of accessible formats and communication supports.			1					Senior Manager, HR	

Part II: Information and Communication Standards – s.13

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information						Compliance Deadline: January 1st, 2012
	DELIVERABLES	ACTION PLAN	STATUS	BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS	
13.1 Provide emergency procedure and public safety information in accessible formats or with communication supports as soon as practicable, upon request		<p><b>ONE DUNDAS OFFICES</b></p> <p>Provide copy of relevant information in lobby of One Dundas-17<sup>th</sup> floor and 21<sup>st</sup> floor and other sites as deemed appropriate</p> <p><b>DC</b></p> <p>All visitors are accompanied by a Plexxus employee who is to ensure they adhere to emergency procedures.</p>	1		VP, HR		

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Part II: Information and Communication Standards – s.14

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	II: Accessible Web Sites and Web Content						Compliance Deadline: January 1st, 2014 and January 1 <sup>st</sup> 2021	
	DELIVERABLES	ACTION PLAN	STATUS				BUDGET	RESPONSIBILITY (MTH/YR)
<p><b>14.1</b> Ensure internet and intranet websites and web content conform to WCAG 2.0 guidelines (Web Content Accessibility Guidelines) at the following levels:</p> <ul style="list-style-type: none"> <li>• New websites and web content to Level A by January 1, 2014 (14.4)</li> <li>• All websites and web content to Level AA by January 1, 2021 (other than live captions and audio descriptions) (14.4)</li> </ul>	<p>Internet and Intranet meets technical requirements of WCAG 2.0 on required schedule</p> <ul style="list-style-type: none"> <li>- This applies to websites and web content that an organization controls directly or through a contractual relationship that allows for modification of the product</li> <li>- This applies to web content published on a website after January 1, 2012</li> </ul>		1				Communications Manager	

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Part III: Employment Standards – s.22

AODA Standards / Regulation Reference O. Reg.191/11, s. 22	III: Recruitment, General						Compliance Deadline: January 1st, 2016		
	DELIVERABLES	ACTION PLAN	STATUS				BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<b>22.0</b> Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	All employees and the public are notified about the availability of accommodation for applicants with disabilities in the recruitment process	Add accessibility statement to job posting template	1					Senior Manager, HR	
		Add accessibility statement to Career Opportunities page on internet	1						

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AODA Standards / Regulation Reference O. Reg.191/11, s. 23	III: Recruitment, Assessment or Selection Process						Compliance Deadline: January 1st, 2016	
	DELIVERABLES	ACTION PLAN	STATUS				BUDGET	RESPONSIBILITY (MTH/YR)
<b>23.1</b> 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.		When contacting a candidate for an interview, HR will advise that accommodation is available upon request.	1				Appropriate HR representative	
<b>23.2</b> 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		As required	1				Appropriate HR representative	

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needs due to disability.									
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Part III: Employment Standards – s.23

Part III: Employment Standards – s.24

AODA Standards / Regulation Reference O. Reg.191/11, s. 24	III: Notice to Successful Applicants						Compliance Deadline: January 1st, 2016	
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<b>24.0</b> Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.		Modify offer letters to include the statement “Plexxus has policies for accommodating employees and prospective employees with disabilities. Please visit <a href="http://www.plexxus.ca">www.plexxus.ca</a> to review the Plexxus Accessibility Standards for Customer Service Policy and the Information & Communications Standards and Employment Standards (AODA).”	1				<b>Appropriate HR representative</b>	



Part III: Employment Standards – s.25

AODA Standards / Regulation Reference O. Reg.191/11, s. 25	III: Informing Employees of Supports						Compliance Deadline: January 1st, 2016		
	DELIVERABLES	ACTION PLAN	STATUS				BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<b>25.1</b> 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.		Issue policy via Plexxus Intranet  Post policy in HR library on Plexxus Intranet	1					Senior Manager, HR	
<b>25.2</b> Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.		Incorporate above into new hire onboarding program	1					Senior Manager, HR	
<b>25.3</b> Employers shall provide updated information to its		As required	2						

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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.									
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Part III: Employment Standards – s.26

AODA Standards / Regulation Reference O. Reg.191/11, s. 26	III: Accessible Formats and Communication Supports for Employees						Compliance Deadline: January 1st, 2016		
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS	
<p><b>26.1</b> In addition to its obligations under section 12 (above), 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,</p> <p>(a) information that is needed in order to</p>	<p>Accessible formats and communication supports are provided</p> <ul style="list-style-type: none"> <li>- in a timely manner that takes into account the person's accessibility needs due to disability and</li> <li>- at a cost that is no more than the regular cost charged to other persons</li> </ul>	<p>Assess options when a request is received.</p> <p>Ensure employees are aware of who to contact to request accessible formats of information</p>	1					Appropriate HR representative	

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perform the employee's job; and  (b) information that is generally available to employees in the workplace.									
<b>26.2</b> The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.		As required	1						

Part III: Employment Standards – s.27

AODA Standards / Regulation Reference O. Reg.191/11, s. 27	III: Workplace Emergency Response Information						Compliance Deadline: January 1st, 2012		
	DELIVERABLES	ACTION PLAN	STATUS		BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS		
<b>27.1</b> 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		<b>ONE DUNDAS OFFICE</b> Ensure employees with disabilities are on Persons Requiring Assistance (PRA) list filed with Cadillac Fairview in case of emergency evacuations (location-specific – One Dundas only)  Depending on the nature of the disability,	1				Appropriate HR representative		

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<p>accommodation due to the employee's disability.</p>		<p>ensure employees with disabilities have an appropriate 'buddy' + back up to assist the in case of an emergency</p> <p><b>DC</b></p> <p>An employee with a disability will be partnered with an existing employee to ensure safe evacuation from the building. HR will also ensure there is a back-up when required.</p> <p><b>PLEXXUS EMPLOYEES WORKING ON-SITE AT MEMBER HOSPITALS</b></p> <p>These employees will follow hospital protocol for this item.</p>							
<p>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</p>		<p>For PRA purposes, notify Cadillac Fairview Security and Life Safety department (location-specific – One Dundas only)</p> <p>For 'buddy' purposes, once individual is identified, a member of the JHSC for the appropriate floor will advise of the proper process</p> <p><b>DC</b></p> <p>For 'buddy' purposes, once individual is identified, a member of HR team will advise</p>	<p><b>1</b></p>					<p>Appropriate HR representative</p>	

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		<p>of the proper process</p> <p><b>PLEXXUS EMPLOYEES WORKING ON-SITE AT MEMBER HOSPITALS</b></p> <p>These employees will follow hospital protocol for this item.</p>						
<p><b>27.3</b></p> <p>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.</p>			<b>1</b>				Appropriate HR representative	
<p><b>27.4</b></p> <p>Review individualized workplace emergency response information when:</p> <ul style="list-style-type: none"> <li>• employee moves location</li> <li>• an employee's overall accommodation needs or plans are reviewed</li> <li>• general emergency policies are reviewed</li> </ul>		As required	<b>1</b>				Appropriate HR representative	

Part III: Employment Standards – s.28

AODA Standards / Regulation Reference O. Reg.191/11, s. 28	III: Documented Individual Accommodation Plans						Compliance Deadline: January 1st, 2016		
	DELIVERABLES	ACTION PLAN	STATUS				BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<b>28.1</b> Employers shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.		Develop process documentation and template individual accommodation plan and guidelines for completion	1					Senior Manager, HR	
<b>28.2</b> The process for the development of documented individual accommodation plans shall include the following elements: <ol style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>3. The manner in which the employer can request an evaluation by an outside medical or other expert, at</li> </ol>		Ensure these elements are included in the above						Appropriate HR representative	

<p>the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved.</p> <p>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.</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</p>									
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<p>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> <p><b>28.3</b> Individual accommodation plans shall:</p> <ul style="list-style-type: none"> <li>• Include any information regarding accessible formats and communications supports provided, if requested</li> <li>• Include individualized workplace emergency response information, if required</li> <li>• Identify any other accommodation that is to be provided</li> </ul>									
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Part III: Employment Standards – s.29

AODA Standards / Regulation Reference O. Reg.191/11, s. 29	III: Return-to-Work						Compliance Deadline: January 1st, 2016		
	DELIVERABLES	ACTION PLAN	STATUS				BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<p><b>29.1</b> Every employer, other than an employer that is a small organization,</p> <p>(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</p> <p>(b) shall document the process.</p>			1					Senior Manager, HR	

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<p><b>29.2</b></p> <p>The return to work process shall,</p> <p>(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 be away from work; and</p> <p>(b) use documented individual accommodation plans, as described in section 28, as part of the process.</p>			1						

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Part III: Employment Standards – s.30

AODA Standards / Regulation Reference O. Reg.191/11, s. 30	III: Performance Management						Compliance Deadline: January 1st, 2016	
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
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.	The use of the performance management process takes into account the accessibility needs of employees with disabilities, including existing accommodation plans	<p>Ensure accessible formats of performance management process guidelines and forms are available upon request.</p> <p>Add wording to performance management templates regarding accessible formats of information</p> <p>Ensure documented objectives and reviews take into account individual accessibility plans</p>	1					
			1				Senior Manager, HR	

Part III: Employment Standards – s.31

AODA Standards / Regulation Reference O. Reg.191/11, s. 31	III: Career Development						Compliance Deadline: January 1st, 2016	
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
<p><b>31.1</b> 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.</p>		<p>Ensure accessible formats of career development process guidelines and forms are available</p> <p>Ensure that individual accessibility plans/requirements are reviewed when an employee changes jobs, takes on additional responsibilities, in order to adjust accessibility plans as necessary to support success in the new role</p>	1				Appropriate HR representative	

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Part III: Employment Standards – s.32

AODA Standards / Regulation Reference O. Reg.191/11, s. 32	III: Redeployment						Compliance Deadline: January 1st, 2016	
	DELIVERABLES	ACTION PLAN	STATUS			BUDGET	RESPONSIBILITY (MTH/YR)	COMMENTS
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.		Ensure that individual accessibility plans/requirements are reviewed when an employee is redeployed in order to adjust accessibility plans as necessary to support success in the new role	1				Appropriate HR representative	