



Accessibility for Ontarians Disabilities  
Act (AODA)  
Multi Year Plan

## STATEMENT OF COMMITMENT

Highbury Canco believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)* and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

## PLAN

### General Requirements

<b>Accessibility Requirement</b>	Establishment of accessibility policies		
<b>Deadline</b>			
<b>Current Barriers</b>	N/A		
<b>Plan to Meet Requirements</b>	Established in 2017. Review and update.		
<b>Potential Future Barriers</b>	<b>Informational or Communicational Barrier.</b> HCC has added this policy to our orientation, and trained all current employees.		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Training on AODA & The Human Rights Code		
<b>Deadline</b>	June 2017 and forward		
<b>Current Barriers</b>	N/A		
<b>Plan to Meet Requirements</b>	Trained at time of hire for all employees.		
<b>Potential Future Barriers</b>	<b>Attitudinal Barrier.</b> Forget the policy, review it on an annual basis with the JHSC.		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

### Information and Communication Standard

<b>Accessibility Requirement</b>	Feedback Process		
<b>Deadline</b>	Ongoing		
<b>Current Barriers</b>	Informational and Communicational Barrier		
<b>Plan to Meet Requirements</b>	During the review process, allow time for communication of any issues due to AODA for any persons with disability		
<b>Potential Future Barriers</b>	Attitudinal Barrier		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Accessible formats and communication support		
<b>Deadline</b>	<b>Ongoing</b>		
<b>Current Barriers</b>	<b>Technological Barrier</b>		

<b>Plan to Meet Requirements</b>	Confirm emails and documents are compatible with screen readers, fonts can be adjusted, assistance given if employee does not understand or comprehend content.		
<b>Potential Future Barriers</b>	<b>Technological Barrier</b>		
<b>Responsible Authority</b>	IT Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Emergency procedures & plans		
<b>Deadline</b>	December 2020		
<b>Current Barriers</b>	Organizational Barrier		
<b>Plan to Meet Requirements</b>	Add a sub plan to the current plan to account for an employee with a disability. Designate a team to be accountable to communicate when a hazard, fire, etc is happening and assist with evacuation.		
<b>Potential Future Barriers</b>	Informational or Communicational Barrier		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Accessible websites and content		
<b>Deadline</b>	January 5, 2021		
<b>Current Barriers</b>	Meets requirements		
<b>Plan to Meet Requirements</b>	Add descriptions to pictures and alt tags. Confirm a module where the text can be read or compatible with a reader. Add option to alternate text size.		
<b>Potential Future Barriers</b>	Technological Barrier		
<b>Responsible Authority</b>	IT/Marketing	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Educational and training resources or materials		
<b>Deadline</b>	June 2017		
<b>Current Barriers</b>	Informational or Communicational Barrier		
<b>Plan to Meet Requirements</b>	Offer training in various forms. Alter power point when someone needs larger font. Conduct one on one training. Split up training to better understand in smaller time frames		
<b>Potential Future Barriers</b>	Informational or Communicational Barrier		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Training to educators/trainers		
<b>Deadline</b>	June 2018		
<b>Current Barriers</b>	Informational or Communicational Barrier		
<b>Plan to Meet Requirements</b>	Review all types of disabilities with trainers/management team. Remind and lead by example. Go through examples on how to communicate with different disabilities. Not all are visual.		
<b>Potential Future Barriers</b>	Informational or Communicational Barrier		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

**Employment Standard**

<b>Accessibility Requirement</b>	Recruitment, assessment and selection process		
<b>Deadline</b>	June 2017		
<b>Current Barriers</b>	Organizational Barrier		
<b>Plan to Meet Requirements</b>	Include statement in all job postings & descriptions <i>Highbury Canco is compliant with all Ontario law in providing accommodation to persons with disabilities and to ensuring an accessible environment. Essex Weld will accommodate persons with disabilities during the recruitment and assessment processes and persons with disabilities will be accommodated on hiring and during employment. Should you require accommodation, please do not hesitate to request it.</i>		
<b>Potential Future Barriers</b>	Informational or Communicational Barrier		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Informing employees of supports		
<b>Deadline</b>	June 2017		
<b>Current Barriers</b>	Informational or Communicational Barrier		
<b>Plan to Meet Requirements</b>	Deal with on case-by-case basis. Train on broad accommodations on a yearly basis. Review Human Rights Policy in addition to the accommodation policy.		
<b>Potential Future Barriers</b>	Informational or Communicational Barrier		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Accessible formats and communication support for employees		
<b>Deadline</b>	Ongoing		
<b>Current Barriers</b>	Technology Barrier		
<b>Plan to Meet Requirements</b>	When implementing new technologies/programs, review with the IS team, inform them of the required legislation.		
<b>Potential Future Barriers</b>	Informational or Communicational Barriers		
<b>Responsible Authority</b>	IT Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Workplace emergency response information		
<b>Deadline</b>	2018 & ongoing		
<b>Current Barriers</b>	Informational or Communicational Barrier		
<b>Plan to Meet Requirements</b>	Implement a “buddy” for the person(s) to ensure they can evacuate safely.		
<b>Potential Future Barriers</b>	Informational or Communicational Barrier – inform the supervisor and line lead of the department, where someone with extra accommodation is needed.		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Documented individual accommodation plans		
<b>Deadline</b>	Case by case basis		
<b>Current Barriers</b>	Organizational Barrier		
<b>Plan to Meet Requirements</b>	Case by case basis. Currently one person has an accommodation plan.		
<b>Potential Future Barriers</b>	Information or Communicational Barrier		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Return to work process		
<b>Deadline</b>	2018		
<b>Current Barriers</b>	Organizational Barrier		
<b>Plan to Meet Requirements</b>	HCC has a RTW policy and plan that captures a list to cover all different accommodations. This is addressed on a case-by-case basis, as all injuries and accommodations are different.		
<b>Potential Future Barriers</b>	Attitudinal Barriers		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Performance management process		
<b>Deadline</b>	2018 and ongoing		
<b>Current Barriers</b>	Organizational Barrier		
<b>Plan to Meet Requirements</b>	The evaluation process does not discriminate on disability. If an employee has an accommodation plan, this will be reviewed in the evaluation process to ensure all necessary measures are accounted for		
<b>Potential Future Barriers</b>	Attitudinal Barriers		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>Accessibility Requirement</b>	Career development and advancement		
<b>Deadline</b>	2018 and ongoing		
<b>Current Barriers</b>	Organizational Barrier		
<b>Plan to Meet Requirements</b>	This will be assessed on a case-by-case basis.		
<b>Potential Future Barriers</b>	<b>Attitudinal Barrier</b>		
<b>Responsible Authority</b>	Human Resources Department	<b>Results</b>	Complete

<b>AMENDMENT</b>	<b>Changes</b>	<b>Updated by:</b>