

Multi Year Accessibility Plan (AODA)

General Requirements:

Initiative	Description of Requirement	Action	Compliance Date	Status
Establishment of Accessibility Policies	Develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards	Policy drafted and ready for approval	January 2013	Completed
Accessibility Plans	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 the Regulation	Plan drafted and ready for approval	December 2017	Completed
	Post the accessibility plan on website, and provide the plan in an accessible format upon request	Once approval obtained, notify IT to have plan posted to the website	December 2017	Completed
	Review and update the accessibility plan once every 5 years	Review every 5 years	December 2017	Ongoing
Training	Provide training on the requirements of accessibility standards to all employees, volunteers, persons who participate in the development of MOVEH's policies and anyone acting on behalf the organization	Online training for all at as well as policies provided in employee handbook	October 2015	Ongoing

Information and Communications Standards:

Initiative	Description of Requirement	Action	Compliance Date	Status
Feedback	Processes for receiving and responding to feedback are required to be accessible for person with disabilities by providing or arranging for accessible formats and communications supports,	Conduct a review of all feedback processes across hospital. Determine what accessible formats and communication supports we will	December 2017	Ongoing

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	upon request	provide upon request Ensure staff are aware of the need to accommodate upon request		
Communication Supports	Consult with the person making the request in determining the suitability of an accessible format or communication support	Communicate this obligation to staff through training	October 2015	Ongoing
	Notify the public about the availability of accessible formats and communication supports	Post policy on website	December 2017	Completed
Accessible Websites and Web Content	Internet websites and web content must conform with the World Wide Web Consortium Web Content Accessibility Guidelines 2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in the regulation	Continuous communication with Web team / IT	December 2017	Ongoing

Employment Standards:

Initiative	Description of Requirement	Action	Compliance Date	Status
Recruitment	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process	Include statement in all job ads on all formats regarding accommodations	December 2017	Ongoing
	During recruitment process, notify applicants selected to participate in our interview process that accommodations are available upon request	Successful applicants will be informed of the availability of accommodations relating to the interview process upon initial contact with the person(s) conducting the interview.	December 2017	Ongoing
	Should a job applicant request accommodation, consult with the individual to make adjustments as needed	When scheduling interviews, accommodate to the candidates specific requirements	December 2017	Ongoing

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<p>Documented Individual Accommodation Plans</p>	<p>The process for the development of documented individual accommodation plans shall include the following elements;</p> <ul style="list-style-type: none"> - The manner in which an employee requesting accommodation can participate in the development of the accommodation plan. - The mean by which the employee is assessed on an individual basis. - The manner in which we can request the participation of a representative from the Company in the development of the accommodation plan. - The steps that will be taken to protect the privacy of the employee's personal information. - The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. - An outline of how the reasons for a denial of an accommodation will be communicated to the requesting employee - The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to a disability. - The accommodation plan template will include a section regarding the provision of accessible formats and communication supports to be completed in the event that such supports are required by the employee. - The accommodation plan will also include an emergency response/ evacuation plan if required by the employee. - The accommodation plan will be created to include a section outlining additional accommodations that are required. 	<p>Develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities</p>	<p>January 2016</p>	<p>Ongoing</p>
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Accessible Formats and Communication Supports for Employees	Where an employee with a disability requests it will work with that individual to provide or arrange for the provision of accessible formats and communication supports for; information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace.	The policy will be made available to employees by the Employee Handbook. All future employees will receive this in the new hire orientation package.	June 2016	Ongoing
	Where a request is made, work with the requesting employee to determine the suitability of the proposed accessible format / communication support.	Upon receiving a request, the HR Dept will work with the employee and provide the information to deliver a suitable accessible format or communication support.	June 2016	Ongoing
Information for Employees	Communicate the Company's policy on accommodating employees with disabilities to all staff members.	Mississauga Oakville Veterinary Emergency Hospital's Accommodation Policy has been developed and communicated with employees through our Employee Handbook	October 2015	Ongoing
	Ensure all new hires are informed of the Company's policy on accommodating employees with disabilities.	Provide all new hires with the Employee Handbook to review policies.	October 2015	Ongoing
Processes to Accommodate Employees Return to Work	Create a process to develop accommodation plans and return to work plans for employees who have been absent from work due to a disability and who require disability-related accommodation in order to return to work	Assess requirements and develop a template or plan and return to work form that both address all applicable requirements. Use of these updated forms will ensure that all accommodation and RTW plans are properly recorded and retained on file.	January 2016	Ongoing
Accessible Performance Management, Career Development	Ensure the organization's performance management opportunities account for the accessibility needs and plans of employees and that these	Evaluate the current performance management to identify barriers. Develop processes to	January 2015	Ongoing

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and Job Changes	process are inclusive and barrier-free	ensure that such functions are completely accessible for all employees.		
Redeployment	Take into account the accessibility needs and accommodation plans of employees who are reassigned to an alternate department or position within the Company as an alternative to a layoff.	As part of the redeployment process, accommodation of the accessibility needs and plans of any employee that is being redeployed to an alternate position and/or department. The HR dept. will oversee the redeployment process with department Management.	June 2016	Ongoing