

Integrated Accessibility Standard – Multi Year Plan

Category: Information & Communication

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
1. Feedback from Customers & Employees	1-Jan-2015	Sec. 11 Receiving and providing feedback in an accessible format	No	Under the Customer Service Standard a feedback process was established for receiving and responding to feedback specifically about the manner in which AarKel Tool and Die Inc. accessible goods or services to people with disabilities. AarKel Tool and Die Inc. website does not currently have a spot where customers can provide feedback on the products/services offered. If feedback is elicited from employees, a variety of methods will be available and employees will be notified that if they require an accessible format to notify AarKel Tool and Die Inc. of their requirement for an accessible format.	<u>Customer Service Administration</u> - Sales –Design-Dept Managers – HR – Reception – Purchasing – Scheduling – Finance-Program Managers- <u>Employee Feedback</u> There is an Employee Feedback Icon on every computer Monitor, accessible to all employees.

2.	Accessible Formats and Communication Supports	1-Jan-2016	<p>Sec. 12 Information about their goods and services or facilities</p>	No	<p>The majority of Aarkel Tool and Die Inc. documents and/or information are in an electronic or digital format which will facilitate the conversion into an accessible format. This will minimize the amount of time a customer/client will have to wait for an accessible document. Aarkel Tool and Die Inc. shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. However, items produced outside the control of the corporation are not available in an accessible format at this time.</p>	<p>Reception Sales Dept. Design Dept. Program Managers</p>
			<p>Sec. 12 Communication Supports</p>	No	<p>Accessible formats and communication supports will be provided in a timely manner which takes into account the person's needs. The cost to provide this service shall not be incurred by the customer/client. The customer/client will be consulted with to determine the suitability of an accessible format or communication support. Information about goods, services or facilities is available on the company website. If the customer/client requires additional supports, accessible formats of Aarkel Tool and Die Inc materials is available upon request and will be handled by the relevant department.</p>	<p>Reception Sales Dept. Design Dept. Program Managers</p>
3.	Unconvertible Information	1-Jan-2016	<p>Sec. 12 Examples: blue prints or x-rays</p>	No	<p>Aarkel Tool and Die Inc. uses schematics, blueprints and CAD drawings which cannot be produced in an accessible format.</p>	
4.	Meeting requests in a timely manner	1-Jan-2016	<p>Sec. 12 HTML, MS Word, accessible electronic formats</p>	No	<p>In some cases, Aarkel Tool and Die Inc. will be able to provide the information or communications quickly. In other cases we will require more time due to the complexity of the document/drawing and resources or internal capacity of the organization. At most, customers/clients will receive accessible documents within 10 business days.</p>	<p>Reception Sales Dept. Design Dept. Program Managers</p>

5.	Posting Requirements	1-Jan-2016	Sec. 12 Public must be notified about accessible formats & communication supports	No	AarKel Tool and Die Inc. will notify the public about the availability of accessible formats and communication supports via the company website. Alternately, the availability of accessible formats and communications will be made known during the check in of visitors at the reception desk.	IT Reception
6.	Emergency Procedures / Plan or Public Safety Information	1-Jan-2016	Sec. 13 If publicly available must also provide in an accessible format. i.e.: evacuation procedures, floor plans, Health & Safety information	No	AarKel Tool and Die Inc. provides health and safety information (personal protective equipment requirements) during sign in procedures at the reception desk. This information will be available upon request in an accessible format. The format is dependent upon the request of the individual. The appropriate staff will be trained on how to accommodate any requests received.	Reception Sales Dept. Design Dept. Program Managers
7.	Accessible Websites & Web Content	1-Jan-2014	Sec. 14 Applies to new internet websites & content WCAG20 (World Wide Web Consortium web content accessibility guidelines at Level AA)	N/A	AarKel Tool and Die Inc. does not have plans for a significant refresh (more than 50% of content, design or technology) of its website or a new url. Minor changes such as job postings are done internally.	IT Dept.
		1-Jan-2021	Sec. 14 All internet websites and web content	Yes	Significant changes to the website are handled by the internal IT Dept..	IT Dept.

Category: Employment

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
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	YES	AarKel Tool and Die Inc. utilizes in-house and 3rd party sources for recruitment. Positions being filled internally/recruited in-house will be posted on the company website. The availability of accommodation(s) for applicants in the recruitment process will be posted on the Career page of the company website. When third party sources (placement agencies) are utilized to fill a position, AarKel Tool and Die Inc. will ensure they are meeting the requirements under the AODA's Employment Standard and communicating the availability of accommodations for applicants in the requirement process. This can/will be done by adding a line in the job posting, communicating this information.	HR Dept.
	1-Jan-2016	Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available	YES	AarKel Tool and Die will notify applicants when they are called for an interview about the availability of accommodations during the selection process. Managers/Supervisors calling an applicant for an interview will inform them of the availability of accommodations during the recruitment process.	HR Dept
	1-Jan-2016	Sec. 24 Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities	Yes	AarKel Tool and Die Inc. will notify the successful applicant(s) of their policies for accommodating employees with disabilities. Notification may take a variety of forms such as in writing, verbal and as part of the orientation process.	HR Dept.

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
	1-Jan-2016	Sec. 25 Informing Employees of Supports - all employees must be informed of polices used to support employees with disabilities (existing employees, new hires and when there is a change to the policy)	Yes	AarKel Tool and Die Inc. will inform all employees of their policies for supporting employees with disabilities. Notification may take several forms such as a newsletter, email, staff memo or staff meetings. All new hires will be informed upon hire. Existing employees will be informed when there is a change to the policy for supporting employees with disabilities.	HR Dept.
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	Yes	AarKel Tool and Die Inc. will, upon request, consult with an employee with a disability to determine which accessible formats or communications supports they require to perform the duties of their job. An individual accommodation plan will be completed and the accessible formats and/or communication supports that will be provided to the employee will be noted in the plan.	HR Dept.
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	No	AarKel Tool and Die Inc. will create an individualized workplace emergency response form for employees who have a disability and require accommodation(s)/supports to evacuate their workplace in an emergency. 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.	HR Dept
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	No	AarKel Tool and Die Inc. will create an individual accommodation plan for any employee for which they have been made aware has a disability. There may be times when AarKel Tool and Die Inc. will initiate a dialogue to offer assistance and accommodation for employees who are clearly unwell or perceived to have a disability. The employee will be included in the development of the	HR Dept.

					plan. AarKel Tool and Die Inc. may seek outside medical or other expert evaluations in order to provide appropriate supports. The plan will be reviewed when there is a change in the employee's disability or job.	
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	No	AarKel Tool and Die Inc. 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. The return to work process will be documented. 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.	HR Dept.
6.	f) 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	Yes	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. AarKel Tool and Die Inc. will consider the accessibility needs of employees with disabilities in the area of performance management.	HR Dept.
7.	Career Development and Advancement	01-Jan-16	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 org. that may be higher in pay, provide greater responsibility or be at a higher level in the org. or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or	No	AarKel Tool and Die Inc. will take into account what accommodations employees with disabilities may need to succeed elsewhere in the organizations or to take on new responsibilities in their current position. If the employee has an individual accommodation plan in place, the plan must be updated to reflect the changes in their new responsibilities.	HR Dept.

			seniority, or a combination of them			
8.	Redeployment	01-Jan-16	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	No	In the event that AarKel Tool and Die Inc. will employ a redeployment process, it will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization. If the employee has an individual accommodation plan, the plan will be reviewed and updated to reflect the changes in their new responsibilities	