

Policies and Procedures

HR-P22-01 Multi-Year Accessibility Plan

Document Info	Effective Date: 2019-12-30	Document ID.: HR-P22-01	Distribution: Company-wide
	Prepared By: L. Nowak	Reviewed By: D. Nguyen, S. Webster, B. Whitehead	Approved By: N. Caldwell
	Process Owner: S. Wallen		
	QA Check & Publisher: Quality Manager		
	Access: Intranet	Storage: K:\QMS\03 - Quality Procedures	

1 Revision History

Release Version	Release Date yyyy-mm-dd	Author(s)	Change Description
1.0	2019-12-30	L. Nowak	Initial version of document (uncontrolled).
1.1	2022-05-25	L. Nowak	Controlled version of document. Section 5 Contact Info updated. No other changes to content.
2.0	2024-12-04	S. Wallen	Review and update 5-year plan. Added new and ongoing Initiatives.

2 Intent

This multi-year accessibility plan outlines the policies and actions that Jp2g Consultants Inc. (Jp2g) will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the Integrated Accessibility Standards, Ontario Regulation 191/11 (IASR).

3 Statement of Commitment

Jp2g 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.

4 Multi-Year Plan: 2025-2030

Refer to *Table 1 - New and Ongoing Initiatives*.



5 Table 1 – New and Ongoing Initiatives

Requirement	Complete?	Date Completed	Notes
<u>Establishment of Accessibility Policies and Plans:</u> – Jp2g will review and update its accessibility plan once every five (5) years.	☒	December 2024	<i>Multi-Year Accessibility Plan: 2025-2030 (this document) reviewed at November Monthly Admin Meeting</i>
<u>Training Requirements</u> – Jp2g will maintain records on the training provided, when it was provided and the number of employees that were trained.	☒	Ongoing	Training certificates available for each Jp2g employee
<u>Feedback</u> – Jp2g will ensure that our process for receiving and responding to feedback is accessible to persons with disabilities. Accessible formats and communication supports will be provided upon request.	☒	December 2017 – ongoing	<i>HR-P21-01 – Accessibility</i>
<u>Accessible Formats and Communication Supports</u> – Upon request, Jp2g will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person’s accessibility needs and at a cost that is no more than the regular cost charged to other persons.	☒	December 2017 – ongoing	<i>HR-P21-01 Accessibility</i>
<u>Accessible Websites and Web Content</u> – Jp2g will ensure that our website and all web content published after January 1, 2012, conform to the Web Content Accessibility Guidelines (WCAG) 2.0 and will refer to the schedule set out in the IASR for specific compliance deadlines.	☒	January 2016-ongoing	Web developer confirmed website was AODA compliant upon roll out
<u>Recruitment, Assessment and Selection.</u> – Successful applicants will be made aware of Jp2g’s policies and supports for accommodating people with disabilities.	☒	December 2019 – ongoing	Accessibility section in Jp2g Employee Handbook. .
<u>Accessible Formats and Communication Supports for Employees</u>			



Requirement	Complete?	Date Completed	Notes
<ul style="list-style-type: none"> – Jp2g will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur. – If an employee with a disability requests it, Jp2g will provide/arrange for the provision of accessible formats and communication supports for the following: <ul style="list-style-type: none"> ○ Information needed in order to perform his/her job; and ○ Information that is generally available to all employees in the workplace. – Jp2g will consult with the employee making the request to determine the best way to provide the accessible format or communication support. 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p>December 2020 - Ongoing , yearly checklist</p> <p>December 2017 – ongoing</p> <p>December 2017-ongoing</p>	<p>Company-wide communications about update Employee Handbook and checklist. Completed yearly in January and upon hire.</p> <p>Provided as-needed</p> <p>Provided as-needed</p>
<p><u>Documented Individual Accommodation Plans</u></p> <ul style="list-style-type: none"> – Jp2g must also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including: <ul style="list-style-type: none"> ○ The ways in which the employee can participate in the development of the plan; ○ The means by which the employee is assessed on an individual basis; ○ The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved; ○ The ways that an employee can request the participation of a representative from their bargaining agent or other representative from the workplace (if the employee is not represented by a bargaining agent) for the creation of the accommodation plan; ○ The steps taken to protect the privacy of the employee's personal information; 	<p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p>January 2016, Revision 2024</p>	<p><i>HR-F24-05 – Individual Accommodation Plan</i></p>



6 Questions or Feedback

Sara Wallen, CTMP, Corporate Services | Human Resources Lead
613-735-2507

12 International Drive, Pembroke, ON K8A 6W5

saraw@jp2g.com