

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.	Approved By: N. Caldwell	
	Process Owner: S. Wallen	Webster, B. Whitehead		
	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
 Establishment of Accessibility Policies and Plans: Jp2g will review and update its accessibility plan once every five (5) years. 		December 2024	Multi-Year Accessibility Plan: 2025- 2030 (this document) reviewed at November Monthly Admin Meeting
 Training Requirements Jp2g will maintain records on the training provided, when it was provided and the number of employees that were trained. 	\boxtimes	Ongoing	Training certificates available for each Jp2g employee
 Feedback 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	HR-P21-01 – Accessibility
Accessible Formats and Communication Supports — 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	HR-P21-01 Accessibility
Accessible Websites and Web Content — 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
Recruitment, Assessment and Selection. — 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
Accessible Formats and Communication Supports for Employees			



Requirement	Complete?	Date Completed	Notes
 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: Information needed in order to perform his/her job; and Information that is generally available to all employees in the workplace. 		December 2020 - Ongoing , yearly checklist December 2017 - ongoing	Company-wide communications about update Employee Handbook and checklist. Completed yearly in January and upon hire. Provided as-needed
 Jp2g will consult with the employee making the request to determine the best way to provide the accessible format or communication support. 		December 2017- ongoing	
Documented Individual Accommodation Plans			
 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: The ways in which the employee can participate in the development of the plan; 		January 2016, Revision 2024	HR-F24-05 — Individual Accommodation 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; 			



Requirement		Date Completed	Notes
 The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done; The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs. 			
 The individual accommodation will also: Include information regarding accessible formats and communication supports upon request; Where needed, include individualized workplace emergency response information; and Outline all other accommodation provided. 		January 2016, Revision 2024	HR-F24-05 — Individual Accommodation Plan
Return to Work			
 Jp2g will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work. 	\boxtimes	January 2016, Revision 2024	HR-F24-05 – Individual Accommodation Plan
 The return to work process will outline the steps Jp2g will take to facilitate the employee's return to work and shall use documented individual accommodation plans (as described in section 28 of the regulation). 	×	January 2016, Revision 2024	HR-F24-05 — Individual Accommodation Plan
Performance Management and Career Development and Advancement Jp2g will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities. Individual accommodation plans will be consulted, as required.	×	December 2019 – ongoing	Individual Accommodation Plans and Performance Management Plans include sections that consider any disabilities.
		January 2016 – ongoing	HR-F24-05 – Individual Accommodation Plan



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