



## Multi-Year Accessibility Plan

Due Date	Regulation		Description	Action Plan	Responsibility	Status		
						Complete	In Progress	Ongoing
1-Jan-12			<b>Emergency Procedures, Plans or Public Safety Information</b>					
	O.Reg 191/11 Integrated Accessibility Standards.	Part 2: Information & Communication Standard; Section 13	In Addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the available to the public the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	N/A at this time. Teutech does not already have publicly available emergency & public safety information. Will review at when Multi-year plan is reviewed or when policies change.	Human Resources	X		
			<b>Workplace Emergency Response Information</b>					
	O.Reg 191/11 Integrated Accessibility Standards	Part 3: Employment Standards; Section 27	Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for the accommodation due to the employee's disability	Teutech will work with any employee who advises us a of a disability requiring accommodation in the event of any emergency	Human Resources	X		X
			If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the employee designated by the employer to provide the assistance to the employee		Human Resources			
Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to an employee's disability			Human Resources					
Every employer shall review the individualized workplace emergency response information: <b>(a)</b> when the employer moves to a different location <b>(b)</b> when the employee's overall accommodation needs or plans are reviewed <b>( c)</b> when the employer reviews its general emergency response policies	Human Resources							



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1-Jan-14	O.Reg 191/11 Integrated Accessibility Standards.	<b>Establishment of Accessibility Policies</b>						
		<b>Part 1: General; Section 3</b>	Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this regulation. Obligated organizations shall include a statement of commitment and make the policies publicly available and shall provide them in an accessible format upon request.	Create our policy on how we will achieve this. Make it available to the public.	Human Resources	<b>X</b>		<b>X</b>
		<b>Accessibility Plans</b>						
		<b>Part 1: General; Section 4</b>	<b>(A)</b> Establish, implement, maintain and document a MULTI-YEAR accessibility plan, which outlines the organizations strategy to prevent and remove barriers and meets its requirements under this regulation <b>(B)</b> post the mutli-year plan on their website, if any, and provide in an accessible format upon request. <b>(C)</b> review and update the plan at least once every 5 years	Develop the multi year accessibility plan with management team	HR/MNGT Team	<b>X</b>		<b>X</b>
		<b>Accessible Websites &amp; Web Content</b>						
		<b>Part 2: Information &amp; Communication Standard; Section 14</b>	Any new websites and new content on those sites must conform to WCAG 2.0 Level A	Teutech will implement as required to conform	HR/IT	<b>X</b>		<b>X</b>



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1-Jan-15	O.Reg 191/11 Integrated Accessibility Standards.	<b>Part 1: General; Section 7</b>  <b>Training</b>  Every obligated organization must provide training on the Integrated Standards AND on the Human Rights Code as it pertains to persons with Disabilities to: <b>(a)</b> All employees and volunteers; <b>(b)</b> All persons who participate in developing the company's policies; and <b>(c)</b> all other persons who provide goods and services or facilities on behalf of the organization  Training shall be appropriate to the duties of the employees, volunteers and other persons  Training shall be provided as legislation or Teutech's policies change  All training shall be done as soon as practicable.	Investigate training options (3rd party or in-house) then provide the training to all appropriate persons. All current employees will be training by Dec 31, 2014. All new hires will be trained during orientation. All current employees will be trainedg by Dec 31, 2014. All new hires will be trained during orientation.	Human Resources	X		X
1-Jan-15	O.Reg 191/11 Integrated Accessibility Standards.	<b>Part 2: Information &amp; Communication Standard; Section 11</b>  <b>Feedback</b>  Every obligated organization that has a process for feedback shall ensure that the processes are accessible to persons with disabilities  Provide or arrange for the provision of accessible formats and communication supports, upon request.  Teutech will notify the public of the availability of accessible formats and communication supports	Teutech will develop an internal process for handling feedback	Human Resources	X		



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1-Jan-16	O.Reg 191/11 Integrated Accessibility Standards.	<b>Accessible formats and communication supports</b>						
		Part 2: Information & Communication Standard; Section 12	Every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, (a) in a timely manner that takes into account the persons accessibility needs due to disability, and (b) at a cost that is no more than regular cost charged to other persons	Review process for accessibility requests, identify the accessible formats and place notice on Teutech's website of availability of accessible formats	Human Resources/IT		X	X
			The organization shall consult with the person making the request to determine the suitability of the accessible format or communication support					
			The organization shall notify the public about the availability of accessible formats and communication supports					
		<b>Recruitment General</b>						
			Every employer shall notify the public and it's employees about the availability of accommodation for applicants with disabilities in its recruitment process	Teutech will review our current practices for recruitment and revise to include AODA requirements	Human Resources		X	
		<b>Recruitment, Assessment or Selection Process</b>						
		Part 3: Employment Standards; Section 22 to 26 & 28 to 32	During the recruitment process employer shall notify job applicants, when they are individually selected to participate in the process, that accommodations are available upon request in relations to the materials or processes to be used	Teutech will review our current practices for recruitment and revise to include AODA requirements	Human Resources		X	
			If a selected applicant requests accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in the manner that takes into account the applicants accessibility needs due to disability					
		<b>Notice to Successful Applicants</b>						
	Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities	Teutech will review our current practices for recruitment and revise to include AODA	Human Resources		X			



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1-Jan-16	O.Reg 191/11 Integrated Accessibility Standards.	Part 3: Employment Standards; Section 22 to 26 & 28 to 32	<b>Informing Employees of Supports</b>					
			Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability	Once our recruitment practices have been reviewed & revised Teutech will inform all employee of those policies. Will ensure employees are updated when there is a change.	Human Resources		X	
			Employers shall provide the information required under this section to new employees as soon as practicable after the begin employment					
			Employers shall provide updated information whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to disability					
			<b>Accessible formats and Communication Supports for Employees</b>					
			Where an employee so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for <b>(a)</b> information that is need in order to perform the employee's job; and <b>(b)</b> information that is generally available to employees in the workplace	Review & revise out current Orientation & communication practices to include AODA requirements	Human Resources		X	
The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support								



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1-Jan-16	O.Reg 191/11 Integrated Accessibility Standards.	Part 3: Employment Standards; Section 22 to 26 & 28 to 32	<b>Documented Individual Accommodation Plans</b>					
			Employers shall develop and have in place as written process for the development of documented individual accommodation plans for employees with disabilities					
			The process for the development of documented individual accommodation plans shall include the following items:					
			•	The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan				
			•	The means by which the employee is assessed on an individual basis				
			•	The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how can it be achieved				
			•	The manner in which the employee can request the participation of a representative from the workplace where the employee is not represented by a bargaining agent, in the development of the accommodation plan				
			•	The steps 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				
			•	If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee				
•	The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability							
			Teutech will review our current Accommodation process and update to include AODA requirements as needed.	Human resources		X		



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1-Jan-16	O.Reg 191/11 Integrated Accessibility Standards.	Part 3: Employment Standards; Section 22 to 26 & 28 to 32	Individual Accommodation plans shall; <b>(a)</b> if requested, include any information regarding accessible formats and communication supports provided, as described in section 26; <b>(b)</b> if required, include the individualized workplace emergency response information, as described in section 27; and <b>(c)</b> identify any other accommodation that is to be provided	Teutech will review and include AODA requirements	Human Resources		X			
			<b>Return to Work Process</b>							
			Every employer, other than small organizations, (a) 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; and <b>(b)</b> shall document the process.	Teutech will review & revise our current process for RTW to ensure it includes AODA requirements	Human resources		X			
			The return to work process shall <b>(a)</b> outline the steps the employer will take to facilitate the return to work of employees who were away because their disability required them to be away from work; and <b>(b)</b> use documented individual accommodations plans, as described in section 28, as part of the process							
The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.										



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1-Jan-16	O.Reg 191/11 Integrated Accessibility Standards.	Part 3: Employment Standards; Section 22 to 26 & 28 to 32	<b>Performance Management</b>					
			An employer that uses performance management in respect of its employees shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of its employees with disabilities.	Tuetech will review & revise current system to include AODA requirements	Human resources		X	
			<b>Career Development &amp; Advancement</b>					
			An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities	Tuetech will review & revise current system to include AODA requirements	Human resources		X	
<b>Redeployment</b>								
		An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities	Tuetech will review & revise current system to include AODA requirements	Human resources		X		