

Multi-Year Accessibility Plan

Home Building Centre Lindsay

This 2014-2021 Accessibility Plan outlines the policies and actions that Home Building Centre Lindsay (HBC-L) will put in place to improve opportunities for people with disabilities.

Part I – General Requirements

Act Section & Description	Action	AODA Compliance Date	Status
<p>3. Establishment of Accessibility Policies 3. (1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.</p>	HBC-L will create Accessibility Policies.	January 1, 2014	Completed
<p>4. Accessibility Plans 4. (1) Large organizations shall, a) 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 this Regulation; b) Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) Review and update the accessibility plan at least once every five years.</p>	HBC-L will prepare and publish an accessibility plan.	January 1, 2014	Completed Ongoing
<p>6. Self-Service Kiosks 6. (2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.</p>	HBC-L will have regard during any future procurement process	January 1, 2014	Completed

<p>7. Training 7. (1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to,</p> <ul style="list-style-type: none">a) All employees, and volunteers;b) All persons who participate in developing the organizations' policies; andc) All other persons who provide goods, services or facilities on behalf of the organization.	HBC-L will train all required individuals.	January 1 2015	Completed Ongoing
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Part II – Information and Communications Standards

Act Section & Description	Action	AODA Compliance Date	Status
<p>11. Feedback 11. (1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communication supports, upon request.</p>	HBC-L will review and update processes for receiving and responding to feedback as required.	January 1, 2015	Completed

<p>12. Accessible Formats & Communication Supports</p> <p>12. (1) Every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,</p> <p>a) In a timely manner that takes into account the person’s accessibility needs due to disability; and</p> <p>b) At a cost that is no more than the regular cost charged to other people.</p> <p>12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.</p> <p>12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.</p>	<p>HBC-L will review and update processes for accessibility requests, as well as evaluate accessible formats and communication supports as required.</p>	<p>January 1, 2016</p>	<p>Completed</p>
<p>14. Accessible Website & Content</p> <p>14. (2) Large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.</p>	<p>HBC-L will assess its website and implement plans to ensure compliance with new website development and content for new websites; and future compliance requirements for all websites in accordance with the Regulation.</p>	<p>January 1, 2014</p> <p>January 1, 2021</p>	<p>Completed</p> <p>Ongoing</p>

Part III Employment Standard

Act Section & Description	Action	AODA Compliance Date	Status
<p>22. Recruitment – General 22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.</p>	<p>HBC-L will review and update existing recruitment policies and processes as required.</p>	<p>January 1, 2016</p>	<p>Completed</p>
<p>23. Recruitment, Assessment or Selection Process 23. (1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used. 23. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.</p>	<p>HBC-L will review and update existing recruitment policies and processes as required.</p>	<p>January 1, 2016</p>	<p>Completed</p>
<p>24. Notice to Successful Applicants 24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.</p>	<p>HBC-L will review and update existing recruitment policies and processes as required.</p>	<p>January 1, 2016</p>	<p>Completed</p>

<p>25. Informing Employees of Supports 25. (1) 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. 25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment. 25. (3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability.</p>	<p>HBC-L will review and update communication , training and orientation processes as required.</p>	<p>January 1, 2016</p>	<p>Completed</p>
<p>26. Accessible Formats & Communication Supports for Employees 26. (1) In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) Information that is needed in order to perform the employee’s job; and (b) Information that is generally available to employees in the workplace. 26. (2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	<p>HBC-L will review and update communication and orientation processes as required.</p>	<p>January 1, 2016</p>	<p>Completed</p>

<p>27. Workplace Emergency Response Information</p> <p>27. (1) Every employer shall 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 accommodation due to the employee's disability.</p> <p>27. (2) 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 person designated by the employer to provide assistance to the employee.</p> <p>27. (3) 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 the employee's disability.</p> <p>27. (4) Every employer shall review the individualized workplace emergency response information,</p> <p>(a) When the employee moves to a different location in the organization;</p> <p>(b) When the employee's overall accommodation needs or plans are reviewed; and</p> <p>(c) When the employer reviews its general emergency response policies.</p>	<p>HBC-L has existing processes in place to meet the requirement for individualized workplace emergency response plans</p>	<p>January 1, 2012</p>	<p>Completed</p>
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<p>28. Documented Individual Accommodation Plans</p> <p>28. (1) Employers shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>28. (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from the workplace, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plans will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability. 	<p>HBC-L will review and update its existing processes as required.</p>	<p>January 1, 2016</p>	<p>Complete</p>
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<p>29. Return to Work Process</p> <p>29. (1) Every employer shall, (a) 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 shall (b) Document the process.</p> <p>29. (2) The return to work process shall, (a) Outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) Use individual documented accommodation plans, as described in section 28, as part of the process.</p> <p>29. (3) 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.</p>	<p>HBC-L has existing Return to Work processes in place that meet the requirements of the regulation.</p>	<p>January 1, 2016</p>	<p>Complete</p>
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This document is available in an alternate format, upon request.