

Accessibility for Ontarians with Disabilities

Multi Year Accessibility Plan

Accessibility Requirement	Status	Compliance Deadline	Responsibility			
<p>Accessible Customer Service Policy</p> <ol style="list-style-type: none"> 1. Develop and implement an Accessible Customer Service Policy addressing all requirements under the regulation. 2. Develop and deliver training to all staff that may provide assistance to the public. 3. Receive and respond to feedback from customers with disabilities. 				Ongoing	January 1, 2012	HR Department
<p>Engineering Dynamics Ltd. ("EDL") Action Plan</p> <ol style="list-style-type: none"> 1. EDL is developing and implementing an Accessible Customer Service Policy specific to the organization. This policy is updated and maintained by the HR Department. 2. Online training as well as on-the-job training is being developed and delivered to all existing staff. All new staff are required to participate in AODA training as part of their first day orientation program. All training records and certificates will be retained in the employee's personnel file. 3. EDL will receive and respond to feedback from customers and employees with disabilities. Feedback can be made in multiple formats including telephone calls, emails, and in person. 						
<p>Accessibility Policies</p> <ol style="list-style-type: none"> 1. Create and make public a Statement of Commitment. 2. Develop and implement company specific accessibility policies. 				Ongoing	January 1, 2014	HR Department
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. EDL is creating, and making public, a statement of commitment. The statement of commitment will be located in the reception area of our offices and posted on our company website. 2. EDL is reviewing our policies and procedures to identify current and future barriers to accessibility. 						

<p>Multi-Year Accessibility Plan</p> <ol style="list-style-type: none"> 1. Create and make public a multi-year accessibility plan. 2. Provide the plan in accessible formats upon request. 3. Review the plan every 5 years. 	Ongoing	January 1, 2014	HR Department
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. An Accessibility Plan is being created to include training, procedures, and policies developed to ensure the identification and removal of barriers. 2. Requests for accessible formats of this document will be forwarded to the HR department who will work with an individual to determine the most suitable format. 3. The plan will be amended as required and will be reviewed fully every 5 years. 			
<p>Training</p> <ol style="list-style-type: none"> 1. All employees will receive AODA training as it pertains to the department that they are in or the job that they perform. 	Ongoing	January 1, 2015	HR Department
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. Training of all new employees will consist of reviewing and explaining our policies and procedures to them as part of our first day job orientation training. 2. Certification and record keeping of completed training will be retained in the employee's personnel file. 3. Alternative forms of training will be offered as required by persons with disabilities. 			
<p>Accessible Website and Web Content</p> <ol style="list-style-type: none"> 1. We will recommend that our website content created or modified after January 2021 be WCAG 2.1 Level AA. 	Ongoing	January 1, 2021	HR Department
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. We will make our IT department fully aware of WCAG requirements and we will recommend that our website be WCAG 2.1 Level AA in accordance with the guidelines of the Americans with Disabilities Act. 2. EDL does not own, control, or maintain a website for our Canadian organization, however, we will make recommendations to our American counterparts that Web Content Accessibility Guidelines be followed. 			

<p>Public Feedback</p> <ol style="list-style-type: none"> 1. Upon request, be able to receive and respond to feedback from clients, customers, and employees who may require alternative formats of feedback. 	Ongoing	January 1, 2015	HR Department
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. A process for receiving and responding to accessible feedback requests is being developed and communicated to all relevant employees. 2. All employees will be notified of the department to whom they should direct any accessible feedback requests. 			
<p>Workplace Emergency Response</p> <ol style="list-style-type: none"> 1. Create and implement individualized plans to assist employees with disabilities during an emergency. 2. Obtain consent from employees to disclose personal information, if needed, to facilitate alternative forms of communication when dealing with emergency situations. 3. Create and present emergency information in such a way that persons with disabilities can understand and access the contents. 4. Create and review individualized emergency response plans on a person by person basis as required. 	Ongoing	January 1, 2012	HR Department
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. Modify the New Employee Information Form to allow employees to identify if they have special requirements when it comes to identifying or dealing with emergencies. 2. Provide emergency information in alternative formats, in a timely manner, at the request of an employee with a disability. 3. Request consent from the employee to disclose the contents of the plan or the nature of the disability to another employee or employees who may be required to offer assistance in the event of an emergency. 4. Review individualized Emergency Response Plans on a regular basis, or if the emergency response procedures change, or if the employee is moved to a different work area or job. 			

<p>Document Individual Accommodation Plans</p> <ol style="list-style-type: none"> 1. Develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities. 	Ongoing	January 1, 2016	HR Department
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. EDL will develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities. The plan will include the following elements: <ol style="list-style-type: none"> a. The manner in which an employee requesting accommodations can participate in the development of the accommodation plan. b. The means by which the employee is assessed on an individual basis. c. The manner in which EDL can request the participation of a representative from within the company in the development of the accommodation plan. d. The steps that will be taken to protect the privacy of the employee’s personal information. e. The frequency with which the individual accommodation plan will be reviewed. f. An outline of how the reasons for the denial of an individual accommodation plan will be communicated to an employee. g. The accommodation plan will include a section discussing alternative formats of communication if required. h. The accommodation plan will include an emergency response/evacuation plan as required by the employee. 			
<p>Recruitment and Hiring</p> <ol style="list-style-type: none"> 1. Notify employees and prospective employment candidates about the availability of accommodation for applicants with disabilities in the company’s recruitment process. 2. During the recruitment process, notify applicants that accommodations are available upon request. 3. Should a job applicant request accommodation, consult with that individual and make adjustments to the hiring process that best suits their needs. 	Ongoing	January 1, 2016	HR Department

<p>4. Notify successful applicants of the company's policies for accommodating employees with disabilities.</p>			
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. Post an accessibility statement along with our job advertisements notifying candidates that reasonable accommodations will be made upon request to ensure that all persons are fully able to participate in our recruitment efforts. 2. When scheduling interviews, EDL will include a statement in an e-mail confirmation indicating to the applicant that accommodations are available. 3. Our internal accommodation policy will be provided to all new employees as part of their first day orientation training. The policy will support employees with disabilities, present our emergency response plans, explain the availability of accessible formats of communication, and explain company policies on offering alternative or accessible forms of ongoing job training and career development processes. 			
<p>Processes to Accommodate Employees Return to Work</p> <ol style="list-style-type: none"> 1. Create a return to work plan for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. 	<p>Ongoing</p>	<p>January 1, 2016</p>	<p>HR Department</p>
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. Train employees in regards to our Modified Duties Policy and Procedures. Use of this policy and procedure will ensure that all accommodations offered are properly recorded and retained on file. 			
<p>File an Accessibility Compliance Report</p> <ol style="list-style-type: none"> 1. File a 2020 Accessibility Compliance Report with the Ministry of Seniors and Accessibility. 	<p>Ongoing</p>	<p>June 30, 2021 December 31, 2023</p>	<p>HR Department</p>
<p>Engineering Dynamics Ltd. Action Plan</p> <ol style="list-style-type: none"> 1. Fill out and file online the 2020 Accessibility Compliance Report. 			