

Accessibility Plan

Intent

The intent of this Accessibility Plan is to record requirements under the Accessibility for Ontarians with Disabilities Act (AODA) four key areas: Customer Service, Information & Communication, Employment and Transportation Standards.

This document is available in alternative format upon request. Please contact Kate Stephenson, HR Manager at accessibility@cel.ca, 416.497.3111 ext 358, 2255 Sheppard Ave. East, Suite E331, Toronto, ON. M2J 4Y1

Accessibility Requirement			Due Date	Results
	Current Policies	Individual Responsible		
Customer Service				
Establishment of accessibility policy: <ul style="list-style-type: none"> Customer Service Standard, HRPP No.: 6.0 	Completed	HR Manager	2012	Completed
Training <ul style="list-style-type: none"> Customer Service Standard, Ontario Regulation 429/07 set forth under the Accessibility for Ontarians with Disabilities Act, 2005; 	Completed	HR Manager	2012. Ongoing for new hires	Completed
Feedback Process <ul style="list-style-type: none"> Receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request Notification to the public about the availability of accessible formats and communication. 	Completed	HR Manager	2012	Completed
Accessible Formats and Communication Support <ul style="list-style-type: none"> Upon request, provide or arrange to provide accessible formats and communication supports for persons with disabilities: <ul style="list-style-type: none"> In a timely manner that takes into account the person's accessibility needs; The person making the request will be consulted with to determine the suitability of an accessible format or communication support 	Completed	HR Manager	2012	Completed

Accessibility Plan <ul style="list-style-type: none"> Multi-year accessibility plan 	Established and implemented	HR Manager	2014	Maintain and review
Information & Communication				
Establishment of accessibility policy: <i>Information & Communication, HRPP No.: 6.1</i>	Completed	HR Manager	2014	Completed
Training <ul style="list-style-type: none"> <i>Integrated Accessibility Standards, Ontario Regulation 191/11</i> for Information and Communications Standard set forth under the <i>Accessibility for Ontarians with Disabilities Act, 2005</i> Ontario Human Rights Code 	Ongoing	HR Manager	2014	Ongoing
All websites and web content <ul style="list-style-type: none"> Internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A 	Partially compliant	External Web Developer	Sept 2012 New website	Ongoing
Education and Training <ul style="list-style-type: none"> Provide educational and training resources in an accessible format, upon request that takes into account the accessibility needs of an employee with a disability 	Upon request	HR Manager	2012	Completed
Employment Standards				
Establishment of accessibility policy: <i>Employment Standards, HRPP No.: 6.2</i>	Completed	HR Manager	2014	Completed
Recruitment: <ul style="list-style-type: none"> Applicants with disabilities will be notified about available policies and accommodations, upon request Suitable accommodation that takes into account the applicant's accessibility needs will be provided, upon request The following is provided on CEL's Career page as well as each job posting: <i>Crossey Engineering Ltd. is committed to providing appropriate accommodations and an accessible work</i> 			2017	Completed

<p><i>environment to candidates with disabilities upon request throughout the recruitment and hiring process. For additional information, please contact accessibility@cel.ca</i></p> <p>Informing employees of supports</p> <ul style="list-style-type: none"> • Employees are aware of policies used to support persons with disabilities • Employees will be notified whenever there is a change to an existing policy on the provision of job accommodations that take into account an employee's accessibility needs due to disability <p>Accessible formats and communication supports for employees:</p> <ul style="list-style-type: none"> • Information to perform their job • Information that is generally available to employees in the workplace 	Completed	HR Manager		2014
<p>Workplace emergency response information</p> <ul style="list-style-type: none"> • Establishment of <i>Emergency Response Plan Policy, HRPP No.: 6.3</i> 	Completed	HR Manager	2013	Completed
<p>Documented individual accommodation plans</p> <ul style="list-style-type: none"> • Employees requesting individual accommodation plans may participate in the development of the plan • The employee will be assessed on an individual basis • The services of a medical adjudicator to assist in determining accommodation may be utilized. • The employee's privacy is protected • If a plan is denied, the manner in which the reasons for the denial will be provided to the employee • Individual accommodation plans are in a format that takes into account the employee's accessibility needs due to disability 	Individual accommodation plan created that includes all IASR requirements	HR Manager	2015	Completed
<p>Return to Work Process</p> <ul style="list-style-type: none"> • Documented individual accommodation plans will be utilized 	Short Term Disability and Long Term	HR Manager		Completed

	Disability programs			
<p>Performance Management</p> <ul style="list-style-type: none"> To ensure all employees are aware of the level of performance expected of them in that role, as well as any individual objectives they will need to achieve to achieve overall organizational objectives. 	Will take into account the accessibility needs of employees with disabilities and individual accommodation plans when utilizing performance management process	HR Manager	Letter is given to an employee is performance is not meeting expectations. Regular follow-up meetings take place to review performance improvement	Ongoing
<p>Performance Appraisals</p> <ul style="list-style-type: none"> To evaluate job performance of an employee annually 	Program	HR Manager	Annual reviews occur in the fall. Employees meet with their direct manager to review performance over the last year.	Completed
<p>Emergency Procedures</p> <ul style="list-style-type: none"> Establishment of <i>Emergency Response Plan Policy, HRPP No.: 6.3</i> 	Completed	HR Manager	2013	Completed
Transportation Standards				
	Not applicable	Not applicable	Not applicable	Not applicable