



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan

Part I – GENERAL REQUIREMENTS

<i>Section</i>	<i>Initiative</i>	<i>Description</i>	<i>Action</i>	<i>Status</i>	<i>Compliance Date</i>
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.	Current policy was updated to comply with legislation.	Complete	January 1, 2014
4	Accessibility Plans	4.(1) Large organizations shall, <ul style="list-style-type: none"> 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>Attended a public workshop and completed a multi-year accessibility plan.</p> <p>Posted the multi-year plan on the Ground Effects website.</p> <p>Corporate Human Resources Department to review the policy every five years to ensure compliance with legislation.</p>	Complete	January 1, 2014
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, <ul style="list-style-type: none"> (a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization. 	<p>AODA policy is provided and outlined to all new hires during the orientation process with a signature obtained to confirm acknowledgment.</p> <p>Human Resources will provide training to all associates. Different levels of training will be implemented; example Managers will differ from employee training. Any employee who deals with the public directly will receive alternate training.</p>	Ongoing	January 1, 2015



			Annual safety talks will be released to ensure employees understand the legislation.		
		7.(3) Every person referred to in subsection (1) shall be trained as soon as practicable.	All employees will be provided training during orientation on their first day with the company. All other relevant parties will receive training that adheres to IASR as soon as possible.		

PART II – Information and Communications Standards

<i>Section</i>	<i>Initiative</i>	<i>Description</i>	<i>Action</i>	<i>Status</i>	<i>Compliance Date</i>
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 communications supports, upon request	Ground Effects Ltd. will audit to review how the company obtains employee feedback. Once complete, the company will make any necessary changes to processes to ensure accessibility to those with disabilities.	Ongoing	January 1, 2015
12	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,	Ground Effects Ltd. will audit policies and training methods to ensure they comply with the AODA legislation. Once complete, Ground Effects Ltd. will determine what accessible formats we will provide for employees, if any.	Ongoing	January 1, 2016



		a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.			
12		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Ground Effects will communicate to all staff and management that accommodations are available for persons with disabilities. This is also covered in our policy and employee training.	Ongoing	January 1, 2016
12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Ground Effects Ltd. will post information on our website to ensure the public is aware of our availability of accessible formats and communication supports	Complete	January 1, 2016
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and 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.	Ground Effects Human Resources Department will be working closely with the IT department to ensure our website conforms with WCAG 2.0 level and, and WCAG 2.0 Level AA.	Complete	January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A. January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than, •success criteria 1.2.4 Captions (Live) •success criteria 1.2.5 Audio Descriptions (Pre-recorded).

PART III – Employment Standard

Section	Initiative	Description	Action	Status	Compliance Date
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.	Ground Effects Ltd. Human Resources Department will conduct an audit on how and where we communicate and advertise for open positions within the company to the public making any necessary changes as required.	Complete	January 1, 2016



			All external job postings and employment offer letters will be updated to ensure candidates are aware that Ground Effects Ltd. provides accommodations when needed.		
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. (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.	Ground Effects will notify all internal and external job applicants that accommodations for disabilities will be provided to support participation in all aspects of the recruitment process. If any are requested, we will work closely with the applicant to ensure all accommodations are met. The company will work on identifying any barriers associated with the recruitment process and make any necessary changes proactively.	Ongoing	January 1, 2016
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.	Ground Effects includes a tagline in all of our employment offer letters stating that the company makes accommodations for persons with disabilities upon request.	Ongoing	January 1, 2016
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.	Ground Effects requires all new associates to review and sign our AODA policy on their first day of employment, this is also reviewed in our orientation training. Furthermore, training is conducted through Safety Talks and/or classroom training.	Ongoing	
25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Ground Effects requires all new associates to review and sign off on our AODA policy on their first day of employment.	Ongoing	January 1, 2016
25		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.	When there is a change to any existing policies or provision of job accommodations, Ground Effects will communicate to all employees accordingly.	Ongoing	January 1, 2016
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,	Ground Effects will review all job descriptions and any applicable tools or resources they require for the job and make accommodations accordingly. At this time, no employees have requested accommodations for a permanent disability.	Complete	January 1, 2016



		<p>(a) information that is needed in order to perform the employee's job; and</p> <p>(b) information that is generally available to employees in the workplace.</p>			
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Ground Effects will arrange a meeting with the employee, Supervisor and Health and Safety rep to determine accessible formats or any applicable communication supports. At this time, no employees have requested accommodations for a permanent disability.	Complete	January 1, 2016
27	Workplace Emergency Response Information	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.	Ground Effects will review the requirement at each facility providing individualized plans if required. At this time, no employees have requested accommodations for a permanent disability	Complete	January 1, 2012
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	Ground Effects will provide emergency response information to the designated person who will be assisting. At this time, no employees have requested accommodations for a permanent disability.	Complete	January 1, 2012
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.	Ground Effects will provide all information once aware.	Complete	January 1, 2012
27		<p>(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 accommodations needs or plans are reviewed; and</p> <p>(c) when the employer reviews its general emergency response policies.</p>	Ground Effects will hold a meeting between the employee, Supervisor and Health and Safety representative to discuss any accommodations with a letter to be signed for their file. At this time, no employees have requested accommodations for a permanent disability.	Complete	January 1, 2012



28		28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Ground Effects will review the early and safe return to work program for areas of improvement to encompass accommodation plans for people with permanent disabilities.	Complete	January 1, 2016
28	Documented Individual Accommodation Plans	<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 their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5) The steps taken to protect the privacy of the employee's personal. 6) The frequency with which the individual accommodation plan 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. 	Ground Effects will review the early and safe return to work program for areas of improvement to encompass accommodation plans for people with permanent disabilities.	Ongoing	January 1, 2016



		8) The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.			
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(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</p> <p>(b) shall document the process</p> <p>29. (2) The return to work process shall,</p> <p>(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</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process</p>	<p>Ground Effects currently has an early and safe return to work policy in place.</p> <p>Upon review of the medical, Ground Effects will review tasks available making modifications where required to accommodate a disability. At this time, no employees have requested accommodations for a permanent disability.</p>	Complete	January 1, 2016
29		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.	Ground Effects return to work process will be reviewed to comply with AODA.	Complete	January 1, 2016
30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Review the current performance management process keeping individual accommodations in mind when discussing with employees. At this time, no employees have requested accommodations for a permanent disability.	Complete	January 1, 2016
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with	Ground Effects will review the current internal recruitment process and make any amendments where needed. At this	Complete	January 1, 2016



		disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	time, no employees have requested accommodations for a permanent disability		
32	Redeployment	32.(1) 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.	Ground Effects will hold a meeting between the employee, Supervisor and Health and Safety representative to discuss current accommodations.	Complete	January 1, 2016

PART IV – Design of Public Spaces

<i>Section</i>	<i>Initiative</i>	<i>Description</i>	<i>Action</i>	<i>Status</i>	<i>Compliance Date</i>
80	Design of Public Spaces	80.2(1) Except as otherwise specified, this Part applies to public spaces that are newly constructed or redeveloped on and after the dates set out in the schedule in section 80.5 and that are covered by this Part. O. Reg. 413/12, s. 6 O. Reg. 191/11, s. 80.16-80.17, 80.21-80.44	Ground Effects Ltd. will ensure that accessibility considerations are kept in mind when redeveloping existing public spaces, or when constructing new public spaces	Ongoing	January 1, 2017