

AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

Intent

This 2016 to 2021 accessibility plan outlines the policies and actions that Bevertec CST Inc. will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the Integrated Accessibility Standards, Ontario Regulation 191/11.

Statement of Commitment

Bevertec CST Inc. believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act* (2005) and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

Plan

General Requirements							
Accessibility Est Requirement:	tablishm	nent of accessibility policies		Compliance Deadline:	January 1, 2014		
Current Barriers:		Lack of defined policies and procedures.					
Plan to Meet Requirements:		Create policies and procedures.					
Potential Future Barriers:		• n/a					
Responsible Authority:		Human Resources		Results:	Completed		
Accessibility Designing. Requirement: serve kios		/procuring or acquiring self- sks		Compliance Deadline:	January 1, 2014		
Current Barriers:		Lack of purchasing guidelines and policies					
Plan to Meet Requirements:		Create policies and procedures that govern the purchasing of self- serve kiosks					
Potential Future Barriers:		•	n/a				



Responsible Authority:	Human Resources	Results:	Completed			
Accessibility Training of Requirement: Code	on IASR and the Human Rights	Compliance Deadline:	January 1, 2015			
Current Barriers:	Training platform and training material not currently within the possession of the company					
Plan to Meet Requirements:	Purchase and online train module	Purchase and online training platform with prepackaged training module				
Potential Future Barriers:	• n/a	• n/a				
Responsible Authority:	Human Resources	Results:	Completed			
	Information and Communic	ations Stand	ard			
Accessibility Feedback Requirement:	Process	Compliance Deadline:	January 1, 2015			
Current Barriers:	 Formalized feedback process does not exist Feedback form does not exist for in person feedback Website does not specify that feedback is accepted or where to submit feedback and how 					
Plan to Meet Requirements:	 Create formal feedback p Created feedback form Update website and creat specifies methods of feed 	te notice that company accepts feedback that				
Potential Future Barriers:	• n/a					
Responsible Authority:	Human Resources, Marketing	Results:	Completed			
Accessibility Accessible Requirement: supports	e formats and communication	Compliance Deadline:	January 1, 2016			
Current Barriers:	Bevertec does not offer d persons with disabilities	locuments in accessible formats to suit				
Plan to Meet Requirements:	conjunction with any pers	procedure that specifies Bevertec will work in son requests accessible formats and and produce an acceptable document.				
Potential Future Barriers:	• n/a	n/a				



Responsible Authority:	Human Resources	Results:	Completed			
Accessibility Emergence Requirement: safety info	cy procedures, plans or public ormation	Compliance Deadline:	January 1, 2012			
Current Barriers:	 Formal policies and procedures do not exist outlining emergency procedures for persons with disabilities 					
	 Employees are unaware that personalized plans will be created upon request 					
	New employees are not informed of the availability of personalized emergency plans					
Plan to Meet	Create formal policy and procedure outlining the availability of personalized emergency plans as needed for persons with disabilities					
Requirements:	Communicate to all existing staff regarding the availability of personalized emergency plans					
	Inform all new hires of the availability of personalized emergency plans					
Potential Future Barriers:	As employees change roles or locations within the building they will need to have their plans updated accordingly should they exist.					
Responsible Authority:	Human Resources	Results:	Completed			
Accessibility Accessible Requirement:	e websites and web content	Compliance Deadline:	January 1, 2021			
Current Barriers:	Website does not conform to WCGA 2.0 AA					
	 Formalized policies do not exist specifying the WCGA 2.0 AA requirements for any new or significantly refreshed websites. 					
Plan to Meet	 Upon launch of a new website or a significantly refreshed website it will comply with WCGA 2.0 AA requirements 					
Requirements:	 Create formal policies outlining the requirement for any new or significantly refreshed website to be WCGA 2.0 AA compliant 					
Potential Future Barriers:	 Updates or changes to the website. 	opacios of changes to the Wook Elevis Toquiremente poet launen el				
Responsible Authority:	Human Resources & Marketing	Results:	In progress			

Employment Standard							
	Recruitme selection p		Compliance Deadline:	January 1, 2016			
Current Barriers:		 No formal policies exist governing the recruitment of perso with disabilities besides general employment equity policies 					



Plan to Meet Requirements: Potential Future Barriers: Potential Future Barriers: Potential Future Barriers: Plan to Meet Requirements: Plan to Meet Requirements: Plan to Meet Requirements: Potential Future Barriers: Plan to Meet Requirements: Potential Future Barriers: Plan to Meet Requirements: Potential Future Barriers: Po							
Plan to Meet Requirements: - Create formal policies and practices on the recruitment of persons with disabilities - Attach a statement to all job posting notifying candidates about the availability of accommodations upon request - Train recruiters on the range of options available for accommodations - Ensuring compliance and adjusting the culture within the recruitment department - Ensuring compliance and adjusting the culture within the recruitment department - Ensuring compliance and adjusting the culture within the recruitment department - Ensuring compliance and adjusting the culture within the recruitment department - Ensuring compliance and adjusting the culture within the recruitment department - Compliance Deadline: - No formal policy exists regarding the need to inform employees of support - No formal policy exists regarding the need to inform employees of support - Inform all new hires that accommodations are available upon request during initial orientation - Informal new hires that accommodations are available upon request during initial orientation - No formal policy exists regarding the need to create accessible formats of communication supports for employees - Informal policy exists regarding the need to create accessible formats of communication supports for employees - No formal policy exists regarding the need to create accessible formats of communication supports exist - No formal policy exists regarding the need to create accessible formats of communication supports exist - No accessible formats and communication supports exist - Create a formal policy outlining the availability of accessible formats - Create a formal policy outlining the availability of accessible formats - Create a ccessible formats on a as needed bases - Create accessible formats on a as needed bases - Cost of requested accommodations - Compliance Deadline: - Compliance Deadline:			 Candidates are not advised of the availability of accommodations upon request 				
Protential Future Barriers: - No formal policy exists regarding the need to inform employees of supports - Create formal policy and sere availability protection are available upon request - Informal requirement: - No formal policy exists regarding the need to inform employees of supports - Informal request during initial orientation - No formal policy and send a blast e-mail to all existing employees of supports - Completed - Completed - No formal policy exists regarding the need to inform employees of supports - No formal policy and send a blast e-mail to all existing employees that accommodations are available upon request employees that accommodations are available upon request during initial orientation - No formal policy exists regarding the need to create accessible formats and communication supports - No formal policy exists regarding the need to create accessible formats of communication supports - No formal policy exists regarding the need to create accessible formats and communication supports - No formal policy exists regarding the need to create accessible formats of communication supports - No accessible formats and communication supports exist - Create a formal policy outlining the availability of accessible formats - Create accessible formats on a as needed bases - Create accessible formats on a as needed bases - Completed - C			Recruiters have not received training on the recruitment of				
the availability of accommodations upon request Train recruiters on the range of options available for accommodations Ensuring compliance and adjusting the culture within the recruitment department Responsible Authority: Human Resources & Director of Recruitment Accessibility Requirement: Informing employees of supports Ourrent Barriers: No formal policy exists regarding the need to inform employees of support and send a blast e-mail to all existing employees that accommodations are available upon request employees that accommodations are available upon request during initial orientation Potential Future Barriers: Inform all new hires that accommodations are available upon request during initial orientation Potential Future Barriers: Informal Resources Results: Completed Compliance Deadline: Panuary 1, 2016 Compliance Deadline: Informal policy exists regarding the need to create accessible formats of communication supports for employees Current Barriers: No formal policy exists regarding the need to create accessible formats of communication support No accessible formats and communication support exist Compliance Deadline: Create a formal policy outlining the availability of accessible formats Create a formal policy outlining the availability of accessible formats Create accessible formats on a as needed bases Potential Future Barriers: Cost of requested accommodations Responsible Authority: Human Resources Results: Completed	Plan to Meet Requirements:					s on the recruitment of	
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Responsible Authority: Director of Recruitment Results: Completed	Potential Future Ba	arriers:					
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Responsible Authority: Accessibility Requirement: - No formal policy exists regarding the need to create accessible formats of communication support - No accessible formats and communication supports exist - Create a formal policy outlining the availability of accessible formats - Create accessible formats on a as needed bases - Cost of requested accommodations - Completed							
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Plan to Meet Requirements: formats Create accessible formats on a as needed bases Cost of requested accommodations Responsible Authority: Human Resources Results: Completed Accessibility Workplace emergency response Compliance January 1, 2012			No accessible formats and communication supports exist				
Potential Future Barriers: Responsible Authority: Human Resources Results: Completed Accessibility Workplace emergency response Compliance January 1, 2012	Plan to Meet Requirements:		formats				
Responsible Authority: Human Resources Results: Completed Accessibility Workplace emergency response Compliance January 1, 2012							
Accessibility Workplace emergency response Compliance January 1, 2012	Potential Future Barriers:		Cost of requested accommodations				
	Responsible Authority:		Human Resour	ces	Results:	Completed	
				sponse		January 1, 2012	



Current Barriers:		 No formal policy exists regarding emergency response information that is tailored towards persons with disabilities Emergency response information does not currently 						
			accommodate perso					
Plan to Meet Requ	irements:	•	Inform all employees response information		ility of tailed emergency			
		•	 Create a formal policy outlining the availability of emergency response information for persons with disabilities 					
Potential Future Barriers:		• n/a						
Responsible Autho	rity:	Human	Resources	Results:	Completed			
Accessibility Requirement:	Document accommod			Compliance Deadline:	January 1, 2016			
Current Barriers:			No formal policy exis	sts regarding in	dividual accommodation			
		•	Employees are not aware of the availability of individual accommodation plans					
Plan to Meet Requ	irements:	Create a formal policy outlining the availability of individual accommodation plans upon request						
		 Inform all existing employees about the availability of individual accommodation plans 						
			Inform new hires during orientation about the availability of individual accommodation plans					
Potential Future Ba	arriers:	•	n/a					
Responsible Autho	rity:	Human	Resources	Results:	Completed			
Accessibility Requirement:	Return to	o work process		Compliance Deadline:	January 1, 2016			
Current Barriers:		• n/a						
Plan to Meet Requirements:		 Return to work policy has been ported into the AODA policy and procedures manual 						
Potential Future Barriers:		• n/a						
Responsible Authority:		Human	Resources	Results:	Completed			
Accessibility Performan Requirement:		ice man	agement process	Compliance Deadline:	January 1, 2016			
Current Barriers:		• n/a						



Plan to Meet Requirements:		 Performance management policy has been ported into the AODA policy and procedure manual 					
Potential Future Ba	Potential Future Barriers:		• n/a				
Responsible Autho	Responsible Authority:		Human Resources		Completed		
Accessibility Requirement:	Career dev advancem	evelopment and nent		Compliance Deadline:	January 1, 2016		
Current Barriers:		No formal policy exists that takes into account a person's disabilities when planning career development					
Plan to Meet Requirements:		 Create a formal policy on the career development for persons with disabilities Train managers on the new policy 					
Potential Future Barriers:		• n/a					
Responsible Autho	rity:	Human Resources		Results:	Completed		
Accessibility Requirement:	Redeployn	yment		Compliance Deadline:	January 1, 2016		
Current Barriers:		No formal policy exists on the redeployment of workers in the event of job losses					
Plan to Meet Requirements:		 Create a formal policy that dictates how employees are to be redeployed in the event of a reorganization that accounts for persons with disabilities 					
Potential Future Barriers:		• n/a					
Responsible Authority:		Human Resources		Results:	Completed		

Review and Update

This document was created on January 1, 2016 and must be reviewed and updated by January 1, 2021.