



ODGERS BERNDTSON

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

(AODA)

MULTI-YEAR ACCESSIBILITY PLAN

2018-2021

Odgers Berndtson Multi-year Accessibility Plan

Regulatory Requirements	Action	Compliance Date	Status
<p>Establishment of Accessibility Policies</p> <ul style="list-style-type: none"> Develop, implement and maintain accessibility policies, including a statement of organizational commitment Make policies publicly available 	<p>Odgers Berndtson developed an accessibility policy including a statement of organizational commitment and placed it on the Odgers Berndtson website</p>	<p>January 1, 2014</p>	<p>Complete</p>
<p>Accessibility Plan</p> <ul style="list-style-type: none"> Establish, implement, maintain and document a multi-year accessibility plan Post the accessibility plan on website and provide the plan in an accessible format upon request Review and update the accessibility plan at least once every five years 	<p>Odgers Berndtson developed a multi-year accessibility plan and posted it on the website.</p> <p>The multi-year plan will be reviewed as required and at a minimum once every five years.</p>	<p>January 1, 2014</p>	<p>Complete</p>
<p>Training</p> <ul style="list-style-type: none"> Provide training on the requirements of the accessibility standards and Human Rights Code as it pertains to persons with disabilities 	<p>Training was provided to our staff on accessibility in the provision of services to our clients in April 2012</p> <p>Ongoing training will be provided and training for new employees will be part of the onboarding programs.</p>	<p>January 1, 2015</p>	<p>Ongoing</p>
<p>Feedback</p> <ul style="list-style-type: none"> Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for accessible formats and communication supports, upon request Notify the public about the availability of accessible formats and communication supports 	<p>Accessible feedback processes/formats to be developed.</p>	<p>January 1, 2015</p>	<p>Completed and Ongoing</p>

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Accessible formats and communication supports <ul style="list-style-type: none"> Upon request provide or arrange for accessible formats and communication supports for persons with disabilities 	If requested, Odgers Berndtson will provide accessible formats and communication supports in a timely manner, at no additional cost	January 1, 2016	Ongoing
Emergency procedure, plans or public safety information <ul style="list-style-type: none"> Prepare emergency procedures, plans or public safety information available to the public, in an accessible format or with appropriate communication supports, upon request 	Documents provided in alternate formats, upon request	January 1, 2012	Ongoing as requested by public
Accessible websites and web content <ul style="list-style-type: none"> New websites and web content conform to WCAG 2.0 Level A All internet websites and web content to Level AA 	The Odgers Berndtson websites will be in compliance with the WCAG 2.0 guidelines	January 1, 2014 January 1, 2021	Ongoing
Recruitment <ul style="list-style-type: none"> Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process Notify job applicants, when selected to participate in an assessment or selection process, that accommodations are available upon request 	Odgers Berndtson will advise applicants of availability of accommodation for applicants with disabilities during the recruitment process.	January 1, 2016	Ongoing
Notice to successful applicants <ul style="list-style-type: none"> When making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities 	A statement notifying successful applicants of policies for accommodating will be included in the recruitment/assessment/selection process and part of the employee welcome package.	January 1, 2016	Ongoing

Regulatory Requirements	Action	Compliance Date	Status
Informing employees of supports <ul style="list-style-type: none"> • Inform employees of policies to support employees with disabilities • Provide this information to new employees • Provide updated information on accommodation policies 	Contained within the policy manual provided to each employee	January 1, 2014	Completed
Accessible formats and communication supports for employees <ul style="list-style-type: none"> • When requested by an employee with a disability, employers shall provide or arrange for the provision of accessible formats and communication supports for information needed to perform employee's job and information generally available to employees in workplace 	Odgers Berndtson will provide alternative formats and supports upon request and in consultation with the employee	January 1, 2016	Ongoing
Workplace emergency response information <ul style="list-style-type: none"> • Provide individualized workplace emergency response information to employees who have a disability, as required 	<p>The response information is contained within the policy manual provided to each employee.</p> <p>Employees with disabilities are asked to make us aware so we can develop a specific workplace emergency response plan</p>	January 1, 2012	Complete Ongoing
Documented individual accommodation plans <ul style="list-style-type: none"> • Develop and have in place a written process for the development of documented individual accommodation plans for employers 	Odgers Berndtson will provide individual written accommodation plans for all employees who require the individualized plan	January 1, 2016	Ongoing

Regulatory Requirements	Action	Compliance Date	Status
<p>Return to work process</p> <ul style="list-style-type: none"> Develop and have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work 	<p>Odgers Berndtson has a process in place that accommodates employees who have been absent from work due to a disability and requires accommodations to return to work</p>	<p>January 1, 2016</p>	<p>Completed and ongoing</p>
<p>Performance management, career development and redeployment</p> <ul style="list-style-type: none"> Include accessibility considerations in performance management, career development opportunities and redeployment processes 	<p>Odgers Berndtson supports accessible performance management, career development and redeployment processes and will incorporate into company policy manual.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>