

Integrated Standard – Private and not-for-profit organizations with 50+ employees

Category: Information & Communication

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
1. Feedback from Customers & Employees	1-Jan-2015	Sec. 11 Receiving and providing feedback in an accessible format	No		Joe Massey Human Resources
2. Accessible Formats and Communication Supports	1-Jan-2016	Sec. 12 Information about their goods and services or facilities	No		Joe Massey Human Resources
		Sec. 12 Communication Supports	No		Joe Massey Human Resources
3. Unconvertible Information	1-Jan-2016	Sec. 12 Examples: blue prints or x-rays	N/A		N/A
4. Meeting requests in a timely manner	1-Jan-2016	Sec. 12 HTML, MS Word, accessible electronic formats	No		Joe Massey Human Resources
5. Posting Requirements	1-Jan-2016	Sec. 12 Public must be notified about accessible formats &	No		Joe Massey Human Resources

			communication supports			
6.	Emergency Procedures / Plan or Public Safety Information	1-Jan-2016	Sec. 13 If publicly available must also provide in an accessible format. i.e.: evacuation procedures, floor plans, Health & Safety information	No		Joe Massey Human Resources
7.	Accessible Websites & Web Content	1-Jan-2014	Sec. 14 Applies to new internet websites & content WCAG20 (World Wide Web Consortium web content accessibility guidelines at Level AA)	No		Joe Massey Human Resources
		1-Jan-2021	Sec. 14 All internet websites and web content	No		Joe Massey Human Resources

Category: Employment

Component	Deadline	Requirement	Gaps	Action(s)	Who
			Yes or No		
1. Recruitment, Assessment and Selection	1-Jan-2016	Sec. 22 Notify employees and public about availability of accommodation(s) for applicants in the recruitment process	No		Joe Massey Human Resources
	1-Jan-2016	Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available	No		Joe Massey Human Resources
	1-Jan-2016	Sec. 24 Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities	No		Joe Massey Human Resources
	1-Jan-2016	Sec. 25 Informing Employees of Supports - all employees must be informed of policies used to support employees with disabilities (existing employees, new hires and when there is a change to the policy)	No		Joe Massey Human Resources
2. Accessible formats and communication supports for employees	1-Jan-2016	Sec. 26 Must provide in an accessible format information needed to perform the job and information which is generally available to employees in the workplace	No		Joe Massey Human Resources

3.	Workplace emergency response information	1-Jan-2012	Sec. 27 Provide individualized workplace emergency response information ; prepare for the specific needs employees with disabilities may have in emergency situations	No		Joe Massey Human Resources
4.	Documented individual accommodation plans	1-Jan-2016	Sec. 28 Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency	No		Joe Massey Human Resources
5.	Return to Work process	1-Jan-2016	Sec. 29 Develop and have in place a RTW process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work	No		Joe Massey Human Resources
6.	f) Performance Management	1-Jan-2016	Sec. 30 Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during the performance management process in respect to employees with disabilities	No		Joe Massey Human Resources

7.	Career Development and Advancement	01-Jan-16	Sec. 31 Includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an org. that may be higher in pay, provide greater responsibility or be at a higher level in the org. or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them	No		Joe Massey Human Resources
8.	Redeployment	01-Jan-16	Sec. 32 Reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization	No		Joe Massey Human Resources