



Accessibility Policy and Multi-Year Accessibility Plan

The Accessibility for Ontarians with Disabilities Act, 2005 ("the AODA") is a Provincial Act with the purpose of developing, implementing and mandating accessibility standards in order to achieve accessibility for persons with disabilities, with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises.

General Requirements

Accessibility Policy

Our policy has been established in compliance with Regulation 191/11, "Integrated Accessibility Standards" (Regulations) under the Accessibility for Ontarians with Disabilities Act, 2005. These standards have been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. LIBERTY STAFFING SERVICES is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the Accessibility for Ontarians with Disabilities Act, 2005 in meeting the accessibility needs of persons with disabilities.

Statement of Commitment

LIBERTY STAFFING SERVICES is committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements where possible under the Accessibility for Ontarians with Disabilities Act. We are committed in ensuring that, persons with disabilities receive the same quality of service that others receive as specifically expressed in our Human Rights Harassment, Dignity, and Respect Policy.

Multi-Year Accessibility Plan

As part of LIBERTY STAFFING SERVICES' commitment to meeting its obligations under the Act, LIBERTY STAFFING SERVICES has developed a multi-year plan which outlines LIBERTY STAFFING SERVICES strategy to prevent and remove barriers and meet its requirements under the AODA.

LIBERTY STAFFING SERVICES Multi-Year Accessibility Plan will be reviewed and updated by LIBERTY STAFFING SERVICES at least once every five (5) years, and as required. It will also be provided in an accessible format upon request.

Self-Serve Kiosks

LIBERTY STAFFING SERVICES will consider the needs of people with disabilities when designing, procuring or acquiring service kiosks.

Required Legislative Compliance Date: January 1st, 2015

Completion Date: November 1st, 2014

Training



LIBERTY STAFFING SERVICES will provide training on the requirements of the IASR and on disability-related obligations under Ontario Human Rights legislation to employees, assignment employees, contractors, and any others who may be acting on LIBERTY STAFFING SERVICES behalf in dealing with the public or any other third parties. Training will also be provided to all people who are involved in the development of LIBERTY STAFFING SERVICES policies. LIBERTY STAFFING SERVICES will maintain records of the dates when training is completed and the individuals who completed the training.

Required Legislative Compliance Date: January 1st, 2015

Completion Date: January 1st, 2015

Information and Communication Standards

Feedback

LIBERTY STAFFING SERVICES values your feedback. LIBERTY STAFFING SERVICES will ensure that customer service expectations are being met and that all customers regardless of any disability receive fair and equal treatment. All feedback will receive a receipt of feedback acknowledgement. Action will occur within 21 days of receipt.

Customers, clients and assignment employees are welcome to submit comments via:

By E-mail riskmgt@staffedge.com

By Telephone 905.454.1144

In Person 181 Queen Street East Brampton, ON L6W 2B3

By Mail 181 Queen Street East Brampton, ON L6W 2B3

Required Legislative Compliance Date: January 1st, 2015

Completion Date: November 1st, 2014

Accessible Formats and Communication Supports

LIBERTY STAFFING SERVICES will provide appropriate information and communications in an accessible manner to people with disabilities upon request. LIBERTY STAFFING SERVICES will consult with the person to determine their accessibility needs. LIBERTY STAFFING SERVICES is committed to providing the alternate format in a timely manner and at a cost that is not more than the regular costs charged to others.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Accessible Websites and Web Content

LIBERTY STAFFING SERVICES will ensure that new Internet websites and new web content conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 – Level A .All websites and web content will conform to WCAG – Level AA as of January 2021.

Required Legislative Compliance Date:



New Content (WCAG 2.0 Level A) January 1st, 2014

All Content (WCAG 2.0 Level AA) January 1st, 2021

Completion Date:

New Content (WCAG 2.0 Level A) January 1st, 2014

All Content (WCAG 2.0 Level AA) In Progress

Employment Standard

All employment services provided by LIBERTY STAFFING SERVICES follow the principles of dignity, independences, integration and equal opportunity.

Recruitment

LIBERTY STAFFING SERVICES will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Recruitment, Assessment or Selection Process

LIBERTY STAFFING SERVICES will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, LIBERTY STAFFING SERVICES will 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.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Notice to Successful Applicants

When making offers of employment, LIBERTY STAFFING SERVICES will notify the successful applicant of its policies for accommodating employees with disabilities.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Informing Employees of Supports

LIBERTY STAFFING SERVICES will inform all employees, both new and existing, of the accessible employment practices. This includes, but is not limited to, policies on providing job accommodations that take into account an individual employee's accessibility needs due to disability. This will make all employees aware of how the organization will support them if they have a disability – or if they acquire a disability later in their career.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Accessible Formats and Communication Supports for Employees

Upon request, whenever possible, LIBERTY STAFFING SERVICES will consult with the person to determine the best method of providing the information requested and take the necessary steps to provide accessible formats and communications for the following:

1. Information needed in order to perform their job; and
2. General information that is made available to all employees in the

workplace.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Workplace Emergency Response Information

LIBERTY STAFFING SERVICES will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if LIBERTY STAFFING SERVICES is aware of the need for accommodation due to the employee's disability. LIBERTY STAFFING SERVICES will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, LIBERTY STAFFING SERVICES will, with the consent of the employee, provide the workplace emergency response information to the person designated by LIBERTY STAFFING SERVICES to provide assistance to the employee.

LIBERTY STAFFING SERVICES will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed.

Required Legislative Compliance Date: January 1st, 2012

Completion Date: January 1st, 2012

Documented Individual Accommodation Plans

LIBERTY STAFFING SERVICES will take the following steps to develop and put in place a process for developing documented Individual Accommodation Plans (IAP) and processes for employees that have been absent due to a disability:

Develop an Individual Accommodation Plan (IAP) that includes the following:

- The employee's participation in the development of the IAP;
- Assessment on an individual basis;
- Identification of accommodations to be provided;
- Timelines for the provision of accommodations;
- LIBERTY STAFFING SERVICES may request an evaluation by outside medical or other expert, at our expense, to assist with determining accommodation and how to achieve accommodation;
- Steps taken to protect the privacy of the employee's personal information;



- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done;
- If denied, the reasons for denial are to be provided to the employee;
- A format that takes into account the employee's disability needs;
- If requested, any information regarding accessible formats and communication supports provided;
- Identification of any other accommodation that is to be provided.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Return to Work

LIBERTY STAFFING SERVICES will develop a process that supports employees who have been absent due to a disability and who require related accommodations when they return to work.

The return to work process will:

- Be documented and outline the steps that will be taken to facilitate an employee's return to work.
- Use documented individual accommodation plans.

The return to work process will not replace or override any other return to work processes created under any other law.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015

Performance Management, Career Development and Advancement and Redeployment

LIBERTY STAFFING SERVICES will develop processes that take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

LIBERTY STAFFING SERVICES will review an employee's accommodation plan to understand the individual's accommodation needs and determine if the plan needs adjusting to improve his or her performance on the job.

LIBERTY STAFFING SERVICES will adjust the accommodation supports or update an accommodation plan, with the employee's participation, to meet the employee's new role or responsibilities in the event the employee is promoted or redeployed.

Required Legislative Compliance Date: January 1st, 2016

Completion Date: December 31st, 2015