



## AODA – MULTI-YEAR ACCESSIBILITY PLAN FOR THE INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR)

### Intent

This 2014 to 2022 accessibility plan outlines the policies and actions that Roelands Plant Farms 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](#).

### Plan

#### General Requirements

<b>Accessibility Requirement:</b>	<b>Establishment of Accessibility Policies</b>
Compliance Deadline:	January 1, 2014
Plan to Meet Requirements:	Establish and maintain a policy that governs how the organization will meet IASR requirements
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Training on IASR and the Human Rights Code</b>
Compliance Deadline:	January 1, 2015
Plan to Meet Requirements:	Deliver training on AODA and the Ontario Human Rights Code to all current and new employees – maintain records of training
Responsible Authority:	Human Resources
Results:	Completed/Ongoing
<b>Accessibility Requirement:</b>	<b>AODA Multi-year Plan</b>

Compliance Deadline:	January 1, 2015
Plan to Meet Requirements:	Create multi-year accessibility plan and post to company website in an accessible format
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>File Accessibility Report</b>
Compliance Deadline:	June 30, 2021
Plan to Meet Requirements:	File accessibility report online before deadline
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>File Accessibility Report</b>
Compliance Deadline:	December 31, 2023
Plan to Meet Requirements:	File accessibility report online before deadline
Responsible Authority:	Human Resources
Results:	Not completed

### Information and Communications Standard

<b>Accessibility Requirement:</b>	<b>Feedback Process</b>
Compliance Deadline:	January 1, 2015
Plan to Meet Requirements:	Establish a process for receiving and responding to feedback that are accessible to people with disabilities
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Accessible formats and communication supports</b>
Compliance Deadline:	January 1, 2012
Plan to Meet Requirements:	Upon request, provide or arrange for information in accessible formats
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Emergency procedures, plans or public safety information</b>
Compliance Deadline:	January 1, 2012
Plan to Meet Requirements:	When asked provide publicly available information in an accessible format

Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Accessible websites and web content</b>
Compliance Deadline:	January 1, 2021
Plan to Meet Requirements:	Meet WCAG 2.0AA web accessibility standards
Responsible Authority:	Human Resources
Results:	Completed

### Employment Standard

<b>Accessibility Requirement:</b>	<b>Recruitment, assessment and selection processes</b>
Compliance Deadline:	January 1, 2016
Plan to Meet Requirements:	Establish processes for how to hire, retain and provide career development opportunities for people with disabilities
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Informing employees of supports</b>
Compliance Deadline:	January 1, 2014
Plan to Meet Requirements:	Tell employees about the policies, procedures and support in place for those that require accommodation
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Accessible formats and communication supports for employees</b>
Compliance Deadline:	January 1, 2014
Plan to Meet Requirements:	When asked provide accessible communication and supports for employees
Responsible Authority:	Human Resources
Results:	Completed/Ongoing
<b>Accessibility Requirement:</b>	<b>Workplace emergency response information</b>
Compliance Deadline:	January 1, 2012
Plan to Meet Requirements:	Provide individualized workplace emergency response information to staff with disabilities when necessary

Responsible Authority:	Human Resources
Results:	Completed/Ongoing
<b>Accessibility Requirement:</b>	<b>Documented individual accommodation plans</b>
Compliance Deadline:	January 1, 2016
Plan to Meet Requirements:	Document processes for developing individual accommodation plans and return-to-work plans
Responsible Authority:	Human Resources
Results:	Completed/Ongoing
<b>Accessibility Requirement:</b>	<b>Return to work process</b>
Compliance Deadline:	January 1, 2016
Plan to Meet Requirements:	Document a process to help employees return to work when they require a form of accommodation
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Performance management process</b>
Compliance Deadline:	January 1, 2016
Plan to Meet Requirements:	Ensure performance management processes considers the accessibility needs of all employees
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Career development and advancement</b>
Compliance Deadline:	January 1, 2016
Plan to Meet Requirements:	Ensure career development and advancement opportunities do not discriminate against those with accessibility needs
Responsible Authority:	Human Resources
Results:	Completed

### Design of Public Spaces

<b>Accessibility Requirement:</b>	<b>Make exterior paths of travel accessible</b>
Compliance Deadline:	January 1, 2017
Plan to Meet Requirements:	Ensure all exterior paths of travel are accessible
Responsible Authority:	Human Resources

Results:	Completed
<b>Accessibility Requirement:</b>	<b>Make parking accessible</b>
Compliance Deadline:	January 1, 2017
Plan to Meet Requirements:	Ensure onsite parking is accessible
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Make waiting areas accessible</b>
Compliance Deadline:	January 1, 2017
Plan to Meet Requirements:	Ensure any new or redeveloped waiting areas are made to be accessible
Responsible Authority:	Human Resources
Results:	Completed

### Customer Service Standards

<b>Accessibility Requirement:</b>	<b>Develop, implement, and maintain policies regarding the provisions of goods, services, or facilities to persons with disabilities</b>
Compliance Deadline:	January 1, 2012
Plan to Meet Requirements:	Establish and maintain a policy governing the provision of goods, services and facilities to persons with disabilities, including use of assistive devices, service animals and support persons
Responsible Authority:	Human Resources
Results:	Completed
<b>Accessibility Requirement:</b>	<b>Provide notice of any temporary disruption to services that may affect persons with disabilities</b>
Compliance Deadline:	January 1, 2012
Plan to Meet Requirements:	Provide notice of any temporary disruption to services that may affect persons with disabilities
Responsible Authority:	Human Resources
Results:	Completed/Ongoing

### Review and Update

This document was created on April 7, 2021 and must be reviewed annually.