



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

Intent

This 2014 to 2021 accessibility plan outlines the policies and actions that First Onsite 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

First Onsite 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 Requirement:	Establishment of accessibility policies		Compliance Deadline: January 2014
Current Barriers:	<ul style="list-style-type: none"> None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Policies completed Available at all locations in Ontario Available to public via Company Website 		
Potential Future Barriers:	<ul style="list-style-type: none"> None 		
Responsible Authority:	Human Resources	Results:	Complete
Accessibility Requirement:	Training on IASR and the <i>Human Rights Code</i>		Compliance Deadline: January 2015
Current Barriers:	<ul style="list-style-type: none"> None 		



Plan to Meet Requirements:	<ul style="list-style-type: none"> • Training provided via HR Downloads for all staff • Part of new hire orientation • Follow up as required 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete

Information and Communications Standard			
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Accessibility Requirement:	Feedback Process	Compliance Deadline:	January 2015
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Have available at all locations in Ontario • Available via Company Website • Point of contact available if there are any concerns • First Onsite will ensure that all feedback processes (both internal and external) are made accessible to clients/customers or employees, upon request. • In accordance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07, First Onsite will make the availability of accessible feedback formats publicly known. 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete

Accessibility Requirement:	Accessible formats and communication supports	Compliance Deadline:	January 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Upon request will work with individuals who require accommodation, based on individual needs • Based on information provided we will make all reasonable efforts to support individual need • Point of contact available if there are any concerns 		



	Accessibility plans will be made available in an accessible format, upon request, and will be posted on our website at https://firstonsite.ca/accessibility-statement/		
Potential Future Barriers:	<ul style="list-style-type: none"> None 		
Responsible Authority:	Human Resources	Results:	Completed
Accessibility Requirement:	Emergency procedures, plans or public safety information	Compliance Deadline:	January 2012
Current Barriers:	<ul style="list-style-type: none"> None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Have available at all locations in Ontario Point of contact available if there are any concerns 		
Potential Future Barriers:	<ul style="list-style-type: none"> None 		
Responsible Authority:	Health & Safety	Results:	Complete
Accessibility Requirement:	Accessible websites and web content	Compliance Deadline:	January 2021
Current Barriers:	<ul style="list-style-type: none"> None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Conformance status is partially conformant & we are continuing to work with IT to meet WAG 2.0 AA by the end of 2021. Post all necessary documents on website for public access at https://firstonsite.ca/accessibility-statement/ 		
Potential Future Barriers:	<ul style="list-style-type: none"> None 		
Responsible Authority:	HR & Marketing	Results:	In Progress

Employment Standard			
Accessibility Requirement:	Recruitment, assessment and selection processes	Compliance Deadline:	January 2016



Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • On all Ontario job postings we inform potential applicants that First Onsite will provide accommodations throughout the recruitment and selection process to applicants with disabilities. • Based on information provided we will make all reasonable efforts to support individual need • Point of contact available if there are any concerns 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete
Accessibility Requirement:	Informing employees of supports		Compliance Deadline: January 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Developed documentation as part of the AODA – Integrated Accessibility Standards Regulation to inform all employees of available support. Document posted to company website. 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete
Accessibility Requirement:	Accessible formats and communication supports for employees		Compliance Deadline: January 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Upon request will work with individuals who require accommodation • Developed documentation as part of the AODA – Integrated Accessibility Standards Regulation to inform all employees • Based on information provided we will make all reasonable efforts to support individual needs 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete



Accessibility Requirement:	Workplace emergency response information	Compliance Deadline:	January 2012
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Have available at all locations in Ontario • Available via Company Website • Point of contact available if there are any concerns • Where required, First Onsite will create individual workplace emergency response information for employees with disabilities. 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Health & Safety	Results:	Complete
Accessibility Requirement:	Documented individual accommodation plans	Compliance Deadline:	January 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Upon request will work with individuals who require accommodation to establish plans and document as required based on individual needs • Developed documentation as part of the AODA – Integrated Accessibility Standards Regulation to inform all employees 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete
Accessibility Requirement:	Return to work process	Compliance Deadline:	January 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • We have an established return to work program in place 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		



Responsible Authority:	Human Resources	Results:	Complete
Accessibility Requirement:	Performance management process		Compliance Deadline: January 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Upon request will work with individuals who require accommodation • Establish plans and document as required based on individual needs • Developed documentation as part of the AODA – Integrated Accessibility Standards Regulation to inform all employees • 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete
Accessibility Requirement:	Career development and advancement		Compliance Deadline: January 2016
Current Barriers:	<ul style="list-style-type: none"> • Only available in one format 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Upon request will work with individuals who require accommodation 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Human Resources	Results:	Complete
Accessibility Requirement:	Redeployment		Compliance Deadline: January 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Upon request will work with individuals who require accommodation • Developed documentation as part of the AODA – Integrated Accessibility Standards Regulation to inform all employees 		



Potential Future Barriers:	• None		
Responsible Authority:	Human Resources	Results:	Complete

Review and Update

This document will be updated at least once every 5 years.

This document was created on November 2014 and must be reviewed and updated by December 2015.

This document was updated on December 2015. -SP

This document was updated on September 2, 2016 – SP

This document was updated on June 25, 2021 - SP