

### MCAN's Multi-Year Accessibility Plan

This Multi-Year Accessibility Plan outlines MCAN's strategy to remove and prevent barriers and meet the requirements of the Integrated Accessibility Standards Regulation (the "Regulation") of the Accessibility for Ontarians with Disabilities Act, 2005.

Legislative Standard	Ontario Requirement	Activity	Deadline	Status
<b>General Requirements</b>				
Training	Train all employees on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to people with disabilities.	Develop training in PowerPoint format to be delivered as an electronic learning module. New employees will be trained as part of their orientation. Tracking will be done to ensure training has been completed.	January 1, 2015	All MCAN employees and contractors will receive training on accessibility standards as it relates to people with disabilities. Training will be available in an accessible format as requested and training records will be kept. Through ongoing education and awareness, MCAN will give staff the knowledge and skills they need to meet or exceed compliance requirements. This will include alternate formats, hosting accessible meetings and creating documents, processes and policies with accessibility in mind.
<b>Information and Communications Standard</b>				
Feedback	Develop process for receiving and responding to feedback that is accessible to people with disabilities.	Ensure feedback process is in multiple formats such as telephone, email, mail and in-person.	January 1, 2015	MCAN will continue to make its website and web content conform to the World Wide Consortium

Accessible Formats and Communication Supports	Provide or arrange for accessible formats and communication supports for people with disabilities that take into account the person's accessibility needs, upon request.	Identify possible formats and supports required.	January 1, 2016	Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA. Our internet and intranet websites, technology solutions, communication materials, telephone communications and in-person interactions will be based on accessibility best practices. Accessible Websites and Web Content: By achieving compliance with WCAG 2.0, employees and customers will receive web information in accessible format. This will provide them with equal and appropriate.
	Public to be notified of availability of accessible formats and communication supports.	Develop online notice that accessible formats and communication supports are available, and how to obtain them	January 1, 2016	
Accessible Website and Web Content	New website and web content must conform with WCAG 2.0 Level A	Make all new web content accessible and ensure it complies with WCAG 2.0 Level A	January 1, 2014	
	All websites and web content must conform with WCAG 2.0 Level AA	Review website design to ensure it complies with WCAG 2.0 Level AA	January 1, 2021	
<b>Employment Standard</b>				
Recruitment, Assessment and Selection	Notify applicants that accommodation is available during the recruitment, assessment and selection process.	Modify recruitment practices to take into consideration accessibility for applicants with disabilities. Specify that accommodation is available for applicants with disabilities on the website, job postings and in communications. Develop standard wording and/or script to be used.	January 1, 2016	
	Consult with the applicant and provide or arrange for the	Review interview and assessment process for accessibility barriers. As	January 1, 2016	

	provision of suitable accommodation.	necessary, modify process to remove accessibility barriers.		accommodations for applicants with disabilities by including a statement in all internal and external job postings; <ul style="list-style-type: none"> <li>Identifying and removing workplace barriers;</li> <li>Inclusive employment practices for recruitment, retention and employee development;</li> <li>Providing managers with accessibility training, tools and templates to support employee/workplace accommodations and address non-discrimination;</li> <li>Notifying successful applicants of the Accessibility policies in place at MCAN.</li> </ul>
	Notify successful applicant(s) of policies for accommodating employees with disabilities.	Include notification of policies on accommodating employees with disabilities in offer of employment letters.	January 1, 2016	
Employee Supports	Inform employees of accommodation policies and keep employees updated.	Develop an accommodation policy. Communication policy provided to all new and current employees. Inform employees of any updates/changes to the policy.	January 1, 2016	Continuously reviewing standards and best practices.
Accessible Formats and Communication Supports for Employees	Provide all information communicated to employees in accessible formats or with communication supports, upon request.	Identify possible formats and supports required. Establish a point of contact for employees who need to access support.	January 1, 2016	
Individual Accommodation Plans (IAP)	Create a written process for developing and documenting IAPs for employees with disabilities.	Develop an accommodation policy. Develop a template to be used to document the details of an IAP.	January 1, 2016	
Return to Work Process	Create a documented return to work process for employees absent due to a disability and that require accommodations to return to work.	Include the return to work process in the accommodation policy. Develop a template to be used to document the return to work plan and accommodation(s) required.	January 1, 2016	
Performance Management, Career Development, Advancement and Redeployment	Include accessibility considerations in performance management, career development, advancement, and redeployment processes.	Review performance management, career development, advancement, and redeployment processes and ensure that accessibility needs of employees with disabilities are taken into account.	January 1, 2016	