

**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005**  
**INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan**



*Canadian Bearings*

**Part I – GENERAL REQUIREMENTS**

Section	Initiative	Description	Action	Status	Compliance Date
1	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Policy drafted and approved.	Complete	January 1, 2014
2	Accessibility Plans	4.(1) Large organizations shall, <ul style="list-style-type: none"> <li>a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;</li> <li>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</li> <li>c) review and update the accessibility plan at least once every five years.</li> </ul>	<p>Plan developed. Barriers have been reviewed and identified.</p> <p>To be posted in 2024 when CB's company website is updated.</p> <p>HR reviews this plan in Q1 every five (5) years.</p>	Pending	January 1, 2014

3	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, (a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	Training is assigned to all employees and completed through our training provider. Training records are kept for reference.	Complete	January 1, 2015
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**PART II – Information and Communications Standards**

Section	Initiative	Description	Action	Status	Compliance Date
4	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	<p>Feedback can be provided to CB’s Human Resources department, and will be responded to in an appropriate accessible format upon request.</p> <p>Staff and Management are aware of the need to accommodate upon request.</p>	Complete	January 1, 2015
5	Accessible Formats & Communication Supports	<p>12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities,</p> <p>a) in a timely manner that takes into account the person’s accessibility needs due to disability; and</p> <p>b) at a cost that is no more than the regular cost charged to other persons.</p>	<p>Requests for Accessibility policies, processes and related information can be requested and will be provided in an appropriate accessible format by contacting CB’s Human Resources Department (<a href="mailto:humanresources@canadianbearings.com">humanresources@canadianbearings.com</a>) 905-670-6704.</p> <p>Accessible formats and supports will be provided in a timely manner. There will be no cost or charge applied.</p>	Complete	January 1, 2016
6		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	<p>Communication to staff and management of this requirement has been completed. Any additional questions or requests for support/guidance can be directed to Human Resources.</p> <p>For situations in which a suitable agreement cannot be made, collaborative best practices will be followed to ensure accessibility is made possible.</p>	Complete	January 1, 2016

7		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Notice of the availability of company information in accessible formats is available on CB's website, and inquiries will be responded to in a timely manner.	Complete	January 1, 2016
8	Emergency Procedures, Plans or Public Safety Info	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	<p>Determination of what accessible formats and communication supports required will provided upon request.</p> <p>Appropriate accessible formats and supports will be provided as soon as practicable.</p>	Complete	January 1, 2012
9	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	<p>All internet websites and web content conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> <li>• success criteria 1.2.4 Captions (Live)</li> <li>• Success criteria 1.2.5 Audio Descriptions (Pre-recorded).</li> </ul>	Pending Plans to update in 2024 with the redesign of our company website.	January 1, 2021

**PART III – Employment Standard**

Section	Initiative	Description	Action	Status	Compliance Date
10	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	All job advertisements include the phrasing: “We are committed to providing accommodation for persons with disabilities. If you require accommodation we will work with you to meet your needs.”	Complete	January 1, 2016
11	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. (2) If a selected applicant requests an accommodation, the employer shall 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 due to disability.	All candidates are asked if accommodation is required, and advised that appropriate accommodation requests will be provided wherever possible.  Location-related barriers of interview room, format of tests, room set-up for in person interviews interviewing timeless, supports paperwork are assessed prior to booking interviews.  Interview guidelines (script and checklists) have been created.	Complete	January 1, 2016
12	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Notification is provided to all candidates and new hires.	Complete	January 1, 2016

13	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	All employees receive a copy of the employee handbook, which includes our accessibility policy and related AODA requirements. Review and acknowledgement is mandatory.	Complete	January 1, 2016
14		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Upon hire this information is included in our policy as part of our standard orientation material.	Complete	January 1, 2016
15		25.(3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Employees are notified of policy updates at least annually. Review and acknowledgement is required.	Complete	January 1, 2016
16	Accessible Formats & Communication Supports for Employees	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,  (a) information that is needed in order to perform the employee's job; and  (b) information that is generally available to employees in the workplace.	Functional audit of information specific to department will be performed.  Audit of regular communications will be performed.	Complete	January 1, 2016
17		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	CB works in collaboration with our employees to understand and deliver on their needs, including those related to accessibility.	Complete	January 1, 2016

18	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	Upon request, appropriate accessible formats and communication supports required are determined, and are provided as soon as is practicable.	Complete	January 1, 2012
19		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	This action is completed as part of the process of accommodation once the need is identified.	Complete	January 1, 2012
20		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Once the need is identified, any and all required information is provided in an appropriate accessible format as soon as is practicable.	Complete	January 1, 2012
21		(4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	This action is completed as part of the process of accommodation once the need is identified.	Complete	January 1, 2012

22	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Process has been created.	Complete	January 1, 2016
23		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> <li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li> <li>2. The means by which the employee is assessed on an individual basis.</li> <li>3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved.</li> <li>4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</li> <li>5. The steps taken to protect the privacy of the employee's personal information.</li> </ol>	Process has been created.	Complete	January 1, 2016



		<p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
24	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and</p> <p>(b) shall document the process.</p>	Process has been documented.	Complete	January 1, 2016

25		<p>29. (2) The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p>	Process has been documented.	Complete	January 1, 2016
26		<p>29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	No action required.	Complete	January 1, 2016
27	Performance Management	<p>30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.</p>	This action is completed as part of the process of accommodation once the need is identified.	Complete	January 1, 2016
28	Career Development & Advancement	<p>31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.</p>	This action is completed as part of the process of accommodation once the need is identified.	Complete	January 1, 2016

29	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	This action is completed as part of the process of accommodation once the need is identified.	Complete	January 1, 2016
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