Multi-Year Accessibility Plan for House of Friendship

Date Updated: December 2014

AODA Standard	IASR Requirement	Due Date	Steps to Take	Staff Lead	Completion Status
IASR General Requirements	House of Friendship's strategy to meet requirements of the ISAR				
	Create policies and procedures for each standard	Jan 1, 2014	Create policy, take to Board for approval.	Human Resources	▪ *Accessible Employment* policy complete. ▪ *Integrated Accessibility Standard* policy complete. ▪ *Information and Communication* policy complete.
	Create Multi Year Accessibility plan	Jan 1, 2014	Create and post to website	Human Resources	Complete.
	Consider accessibility features when designing, procuring or acquiring kiosks	Jan 1, 2014	Kiosks are not currently used, however HoF will comply with this standard if kiosks are to be used in the future.	Development	Review as needed.
	Train all staff and volunteers on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility	Jan 1, 2015	Develop/source and deliver training.	Human Resources	Training is being delivered, and will be ongoing as new employees and volunteers join HoF.
	Complete government accessibility report	Dec 31, 2014		Human Resources	Complete.
	Update Multi Year Accessibility Plan	Jan 1, 2019		Human Resources	Ongoing; review annually.
	Complete Government	Dec 31, 2017	Review and take steps to	Human	Ongoing

	Accessibility Report		comply with the standards applicable to the report required.	Resources	
	Complete Government Accessibility Report	Dec 31, 2020	Review and take steps to comply with the standards applicable to the report required.	Human Resources	Ongoing
Information & Communications					
	Upon request, make emergency and public safety information accessible to those requiring it.	Jan 1, 2012	Program participants are notified this information is available upon request. Depending on the needs, this may be done in-house, or the format may need to be sourced externally.	All Programs	Complete.
	All new internet websites and web content on those sites must conform to WCAG 2.0 level A	Jan 1, 2014	Not applicable at this time (no new websites or significant changes to current website)	Development /IT	Development of a new website will conform to WCAG 2.0 Level A and will be identified in the RFP process.
	Make feedback processes, such as surveys or comment cards, accessible upon request.	Jan 1, 2015	Accessible Service Feedback Form and other ways of receiving this information is outlined on the HoF website. Identify in-house ways to make information accessible, as well as external resources that meet the needs of the individual.	Development	Complete.
	Make information about the	Jan 1, 2016	Identify in-house ways to	All Programs	In progress.

	organization's goods, services and facilities accessible upon request		make information accessible, as well as external resources that meet the needs of the individual.		
	All internet website and website content must conform to WCAG 2.0 level AA (excluding live captioning and audio description)	Jan 1, 2021	Ensure future website conforms with WCAG 2.0 level AA.	Development /IT	Development of a new website will conform to WCAG 2.0 Level AA and will be identified as part of the RFP process.
Employment	When necessary, provide individual plans to help employees with disabilities during an emergency or emergency information that's provided in a way that accommodates the employee's needs.	Jan 1, 2012	Information regarding House of Friendship's accessibility policies are provided with the 'new hire' package provided by HR. Information will be provided in a way that meets the needs of the employee.	Human Resources	Complete.
	Notify employees, potential hires and the public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	Jan 1, 2016	Job posting section of the website notifies the public to contact HR if they require accommodation through the recruitment process.	Human Resources	Complete.
	Notify new hires and staff of policies for accommodating employees with disabilities	Jan 1, 2016	Information regarding House of Friendship's accessibility policies are provided with the 'new hire' packaged provided by HR. Information will be provided in a way that meets the needs of the	Human Resources	Complete.

			employee.		
	Have in place a written process to develop individual accommodation plans for employees with a disability	Jan 1, 2016	Policy 12.3 *Accessible Employment* outlines the process for creating individual accommodation plans.	Human Resources	Complete.
	Have a written return to work process in place for employees who have been absent due to a disability	Jan 1, 2016	Policies 9.11 *Early and Safe Return to Work*, and 12.3 *Accessible Employment* outline the process for Early and Safe Return to Work.	Human Resources	Complete.
	Performance management, career development and redeployment (transfer) processes must take the needs of employees with disabilities into account.	Jan 1, 2016	Policy 12.3 *Accessible Employment* has been developed.	Human Resources	Complete.