



ACCESSIBILITY MULTI YEAR PLAN

POLICY: The Accessibility Plan outlines the policies and actions that Owen Sound Ledgerock Ltd. will put in place between 2014 and 2021 to improve opportunities for people with disabilities.

SCOPE: Owen Sound Ledgerock Ltd. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility. We will align our accessibility policies and plan with the Accessibility for Ontarians with Disabilities Act.

SUMMARY:

2014

- Senior Management will ensure any website updates or new sites must conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Level A.
- Human Resources created and introduced the Accessibility Multi Year Plan.
- Human Resources staff member is to be trained on IASR Regulations prior to January 2015. They will play an active role in ensuring accessibility is considered in every aspect of business.
- Human Resources (as identified in the policy) is available to receive and respond to any feedback from customers or members of the general public with a disability.

2015

- Human Resources will ensure all job posting information will include a statement explaining that we accommodate disabilities in the selection process. They will offer accommodations for the selection process.
- The company's policies for supporting employees with disabilities will be scheduled as a topic for a monthly employee communication meeting.
- Human Resources will update the employee orientation to include information on the company's policies for supporting employees with disabilities.
- Human Resources will continue to be available to help create an accessibility plan for any employee at their request. The department will keep a record having one person responsible for this task ensuring consistent standards are set as needed.
- As per our policy Human Resources will be available to meet with a person requesting information about accommodation and accessibility. They will also be available to assist on any accessibility concern for our customers.

2019

- Senior Management will formally review its Accessibility Policy and Plan.

2021

- Senior Management will ensure all website content posted after 2012, conform with WCAG 2.0 Level AA, other than providing captions on live videos or audio descriptions for pre-recorded videos.

QUESTIONS: For all questions please go to Human Resources or email hr@ledgerock.com.

History

Created: January 2014

April 26, 2019