



Accessibility for Ontarians with Disabilities

(AODA)

Multi-Year Accessibility Plan

January 2014 – December 2018

MNP AODA Multi-year Accessibility Plan

Part I - General Standards

Regulatory Requirement	Actions to be Taken	Compliance Deadline	Status
<p>Establishment of accessibility policies</p> <ul style="list-style-type: none"> Develop, implement and maintain accessibility policies, including a statement of organizational commitment Make policies publicly available 	<p>MNP has developed a policy that addresses the requirements in the Integrated Accessibility Standards (IASR) and includes a statement of organizational commitment to accessibility.</p> <p>The policy will be placed on the MNP website in our Accessibility Standards section.</p>	January 1, 2014	Complete
<p>Accessibility Plan</p> <ul style="list-style-type: none"> Establish, implement, maintain and document a multi-year accessibility plan Post the accessibility plan on website and provide the plan in an accessible format upon request Review and update the accessibility plan at least once every five years 	<p>A multi-year accessibility plan that outlines how MNP will comply with requirements. Once approved it will be placed on the MNP website in our Accessibility Standards section.</p> <p>Status report on progress of multi-year accessibility plan will be developed as required and at the minimum once every five years.</p>	January 1, 2014	Complete
<p>Training</p> <ul style="list-style-type: none"> Provide training on the requirements of the accessibility standards and Human Rights Code as it pertains to persons with disabilities 	<p>Training program options will be considered and provided for all MNP Ontario team members and will be a part of the onboarding program.</p>	January 1, 2015	Ongoing

Part II – Information and Communications Standards

Regulatory Requirement	Actions to be Taken	Compliance Deadline	Status
<p>Feedback</p> <ul style="list-style-type: none"> • Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for accessible formats and communication supports, upon request • Notify the public about the availability of accessible formats and communication supports 	<p>Include availability of alternate methods of communication supports, upon request on MNP website.</p>	<p>January 1, 2015</p>	<p>Ongoing</p>
<p>Accessible formats and communication supports</p> <ul style="list-style-type: none"> • Upon request provide or arrange for accessible formats and communication supports for persons with disabilities 	<p>If requested MNP will provide accessible formats and communication supports in a timely manner, at no additional cost.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>
<p>Emergency procedure, plans or public safety information</p> <ul style="list-style-type: none"> • Prepare emergency procedures, plans or public safety information available to the public, in an accessible format or with appropriate communication supports, upon request 	<p>Documents provided in alternate formats, upon request.</p>	<p>January 1, 2012</p>	<p>Complete</p>
<p>Accessible websites and web content</p> <ul style="list-style-type: none"> • New websites and web content conform to WCAG 2.0 Level A • All internet websites and web content to Level AA 	<p>The MNP websites will be in compliance with the WCAG 2.0 guidelines.</p>	<p>January 1, 2014 January 1, 2021</p>	<p>Complete Ongoing</p>

Part III – Employment Standards

Regulatory Requirement	Actions to be Taken	Compliance Deadline	Status
<p>Recruitment</p> <ul style="list-style-type: none"> Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process Notify job applicants, when selected to participate in an assessment or selection process, that accommodations are available upon request 	<p>Prospective applicants to be advised of availability of accommodation for applicants with disabilities during the recruitment process.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>
<p>Notice to successful applicants</p> <ul style="list-style-type: none"> When making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities 	<p>A statement notifying successful applicants of policies for accommodating employees with disabilities will be added to offer letters.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>
<p>Informing employees of supports</p> <ul style="list-style-type: none"> Inform employees of policies to support employees with disabilities Provide this information to new employees Provide updated information on accommodation policies 	<p>All MNP Ontario team members are advised of policies in place to support employees with disabilities.</p> <p>All new employees read and acknowledge MNP policies during onboarding.</p> <p>Existing employees will be advised of changes to policies.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>
<p>Accessible formats and communication supports for employees</p> <ul style="list-style-type: none"> When requested by an employee with a disability, employers shall provide or arrange for the provision of accessible formats and communication supports for information needed to perform employee’s job and information generally available to employees in workplace Consult with employee to determine suitability of format or support 	<p>Alternative formats and supports will be provided upon request and in consultation with the employee.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>

<p>Workplace emergency response information</p> <ul style="list-style-type: none"> • Provide individualized workplace emergency response information to employees who have a disability, as required 	<p>A process has been put in place for employees to self identify so that a workplace emergency response plan can be developed.</p>	<p>January 1, 2012</p>	<p>Complete</p>
<p>Documented individual accommodation plans</p> <ul style="list-style-type: none"> • Develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities 	<p>MNP will provide individual written accommodation plans for all employees who require the individualized plan.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>
<p>Return to work process</p> <ul style="list-style-type: none"> • Develop and have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work 	<p>MNP will provide a detailed return to work process for all employees who require disability-related accommodations.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>
<p>Performance management, career development and redeployment</p> <ul style="list-style-type: none"> • Include accessibility considerations in performance management, career development opportunities and redeployment processes 	<p>MNP will support accessible performance management, career development and redeployment processes.</p>	<p>January 1, 2016</p>	<p>Ongoing</p>