

ACCESSIBILITY POLICY



2014-2022 Multi-Year Accessibility Plan for Bousfields Inc.

This accessibility plan outlines the policies and actions that Bousfields Inc. will put into place to ensure accommodation for people with disabilities and compliance with accessibility legislation, including the *Accessibility for Ontarians with Disabilities Act* and corresponding regulations.

Bousfields Inc. shall take the following steps to meet the upcoming compliance deadlines:

Compliance Date	AODA Duties	Process	Status
January 1, 2014	Implement policies governing how Bousfields will achieve accessibility through meetings its requirements under the AODA.	Create policies on: <ul style="list-style-type: none"> • Employment standard • Information standard • Customer service Standard 	Policies are created. Employees have access through shared server folders. Public have access to website overview.
January 1, 2014	Bousfields will ensure its web content and websites are accessible to WCAG 2.0 Level A by January 1, 2014 and WCAG Level AA by January 1, 2022.	Hire a third party consultant to review website.	Third party consultant to review website for accessibility. Website and web content to be moved to this in 2022. WCAG 2.0 Level A and will meet WCAG 2.0 Level AA by 2022.
January 1, 2015	Implement training on the accessibility standards and human rights legislation as it pertains to persons with disabilities for all employees, persons who provide goods and service on behalf of Bousfields and persons who assist in developing policies.	Have learning and development work with Human Resources and Legal on creating training programs and modules.	Firm-wide e-learning. New employees receive training during onboarding. Current employees receive training on any updates.
January 1, 2016	Bousfields shall, upon request, provide or arrange for provision of accessible format and communication supports for persons with disabilities, in consultation with the individual.	Educate staff on availability of alternate communication methods and providing this to employees	Complete.

Compliance Date	AODA Duties	Steps to take	Status
January 1, 2016	Bousfields shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Establish formal processes and policies within our HR department to inform potential and existing employees of accommodation available for persons with disabilities. Include accommodation information in our recruitment documents.	Complete.
January 1, 2016	During recruitment processes, Bousfields shall notify applicants that accommodations are available upon request in relation to materials and processes to be used during assessment and selection, and shall consult with applicants if a particular applicant requests accommodation, in order that accommodation is provided in a manner that takes into account the applicant's needs.	Establish formal processes and policies within our HR department.	See above.
January 1, 2016	When making offers of employment, Bousfields shall notify successful applicants of its policies for accommodating employees with disabilities.	Include accessibility training and Bousfields' Accessibility Policy in onboarding for new employees.	Complete.
January 1, 2016	Bousfields shall inform employees of policies used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. Bousfields shall provide this information as soon as practicable after an employee begins employment and shall provide update information as it arises.	Include accessibility training and Bousfields Accessibility Policy in onboarding for new employees.	Complete. Employees informed of updates.
January 1, 2016	Upon request, Bousfields shall consult with an employee with a disability to provide or arrange for the provision of accessible formats and communication supports for information needed in order to perform the employee's job and information generally available to employees in the workplace, and consult with the employee making the request to determine the suitability of a particular format or support.	Establish processes and policies within our HR department.	<p>HR regularly works with employees on requests for accommodation</p> <ul style="list-style-type: none"> • Policies regarding disability leaves • Robust return to work program • Consultation with employees regarding what accommodations are required and suitability

Compliance Date	AODA Duties	Steps to take	Status
January 1, 2016	Develop documented individual accommodation plans for employees with disabilities.	Consult with HR to ensure the proscribed information is included in documented individual accommodation plans.	Complete. HR is trained on consulting with employees on accommodation request.
January 1, 2016	Bousfields shall develop and document a return to work process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.	Consult with HR to ensure the proscribed information is included in documented return to work process.	Complete.
January 1, 2016	During performance management, Bousfields shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.	Establish formal processes and policies within our HR department.	Ongoing – 2021 initiative: establishment of Diversity, Equity and Inclusion Committee to foster equity and inclusion of all persons in the workplace.
January 1, 2016	During provision of career development and advancement, Bousfields shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.	Establish formal processes and policies within our HR department.	Ongoing.
January 1, 2022	Bousfields shall ensure that all of its websites and web content conform with WCAG 2.0 Level AA.	Hire a third party consultant to assist in creating a new website which is compliant with WCAG 2.0 Level AA.	To be completed in 2022.