

Halton Women's Place

Multi-Year Accessibility Plan for Halton Women's Place

Date updated: 2021

Part 1: Identify your organization's strategy to meet the following requirements of the IASR

AODA Standard	IASR requirement	Due Date	Steps to take	Target Completion Date	Staff Lead	In Progress	Completed	Ongoing
IASR General Requirements								
	Create policies and procedures for each standard	1-Jan-14	* Develop a Statement of Commitment * Draft and adopt updated policy	30-Jun-14	Manager Finance		*	
	Create Multi-Year Accessibility plan	1-Jan-14	board to approve	31-Mar-14	Executive Director		*	
	Train all staff and volunteers (including Board Members) on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility	1-Jan-15	- develop a strategy - design training module -	ongoing with new staff	Executive Director , Volunteer Coordinator, Client Services Supervisors		*	*
	File Accessibility Compliance Report	31-Dec-14		31-Dec-14	Excutive Director/ Manager Finance		*	
	File Accessibility Compliance Report	30-Jun-21		June 30-21	Excutive Director/ Manager Finance			
	File Accessibility Compliance Report	31-Dec-23		Dec 31-23	Excutive Director/ Manager Finance			
Information & Communications								
	When asked, make your emergency and public safety information accessible to the public	1-Jan-12	Educate staff about emergency evacuation protocol. Visually take new clients to the emergency exits.	As staff are hired. Standing items in full staff meetings once or twice/year. JHSC review training once per year.	various staff			*
	All new internet websites and web content on those sites must conform with WCAG 2.0 level AA	1-Jan-14	Insert a tab for AODA on our website and posting policies, statement of commitment. Requests for alternative formats.	Jan 1-21	Manager Development		*	

	Make your feedback processes, like surveys or comment cards, accessible when asked	1-Jan-15	Include on the website the feedback process in various forms other than written. Add methods of feedback from clients in the welcome package such as who to phone or email etc. Add accessibility section in shelter evaluation form.	1-Jan-15	Manager Programs & Services/ Manager Development		*	
	Make information about your organization's goods, services and facilities accessible upon request	1-Jan-16	Provide this information on website as to accessible services and in brochure, update welcome package to ensure individuals know it can be presented or accessed in an alternative format such as verbally.	ongoing	Manager Programs & Services		*	
AODA Standard	IASR requirement	Due Date	Steps to take	Target Completion Date	Staff Lead	In Progress	Completed	Ongoing
<u>Employment</u>								
	When necessary, provide individual plans to help employees with disabilities during an emergency, or emergency information that's formatted so an employee with a disability can understand it.	1-Jan-12	Create a policy and procedure for assisting our employees during an emergency. Inform staff that if they need a plan for emergencies they can get one. Policy OP 9.4	Aug-16			*	
	Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	1-Jan-16	Add the phrase "accommodation is available upon request". When applicants are called for interview they are asked if they need accommodation for the interview.				*	
	Notify new hires and staff of policies for accommodating employees with disabilities	1-Jan-16	All employees will review and sign off all policies related to accommodating employees with disabilities				*	
	Have in place a written process to develop individual accommodation plans for employees with a disability	1-Jan-16	Develop a process and procedure for these requests				*	
	Have a written return to work process in place for employees who have been absent due to a disability	1-Jan-16	Develop a process and procedure for these requests		HR Consultant		*	
	If your office uses performance management, career development and redeployment processes, take the needs of employees with disabilities into account	1-Jan-16	Continue practices as they stand.					*
<u>Design of Public Spaces</u>	Halton Women's place does not have public spaces such as walking trails, outdoors paths, service counters or fixed waiting lines.		Not applicable					