



Multi-Year Accessibility Plan



*Be Brilliant

Multi-Year Accessibility Plan

AODA Standard	IASR Requirement	Due Date	Action	Status
Part One: IASR General Requirements	Create policies and procedures for each standard	Jan. 1, 2014	Policy Complete and Posted On CleanMark website	Compliant
	Create Multi-Year Accessibility plans	Jan. 1, 2014	Provide access to Training and Education to HR Department, Review Progress of Development of Plan with Senior Leadership Team	Compliant
	Consider accessibility features when designing, procuring or acquiring self-kiosks	Jan. 1, 2014	CleanMark will identify areas of its business in which kiosks are used and coordinate with its vendors and suppliers to ensure that appropriate accessibility feature are included when purchased.	Compliant
	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	Jan. 1, 2015	Train the Trainor Module to be taken by Designated Staff Member and workshops for salaried staff to be planned. Educational pamphlets to be developed for Service Personnel.	Compliant
	Complete government accessibility report	Dec. 31, 2014	Obtain and update report	Compliant
	Update Multi-Year Accessibility Plan	Jan. 1, 2019	Organize committee to review policies	Target Committee to be Organized in 2017
	Complete government accessibility report	Dec. 31, 2017	Obtain and update report	To Be Completed December 31, 2017

AODA Standard	IASR Requirement	Due Date	Action	Status
Part Two: Information & Communications	When asked, make your emergency and public safety information accessible to the public	Jan. 1, 2012	Means of Accessing Information Posted on website	Available Upon Request
	All new internet websites and web content on those sites must conform with WCAG 2.0 level A	Jan. 1, 2014	Website Content Reviewed	Compliant
	Make your feedback processes, like surveys or comment cards, accessible when asked	Jan. 1, 2015	Posted on Website who to Contact for Feedback, other mechanisms of communication available on sites via education of employees	Available Upon Request
	Make information about your organization's goods, services and facilities accessible upon request	Jan. 1, 2016	Posted on Website Who To Contact about Services. Will be provided in requested format	Available Upon Request
	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	Jan. 1, 2021	To Be Reviewed in 2019 by Committee	

AODA Standard**IASR Requirement****Due Date****Action****Status****Part Three:
Employment**

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.

Jan. 1, 2016

Upon request the manager will work with the individual who requires accommodation to provide Individual Workplace Emergency Response Information as soon as possible. Manager is to obtain consent from person to share the information with those designated to provide assistance in the event of an emergency.

Available Upon Request

Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities.

Jan. 1, 2016

Review all mechanisms for posting CleanMark positions, incorporate language on postings to make all applicants aware that CleanMark is in accordance with AODA accommodation is available.

Compliant

Notify new hires and staff of policies for accommodating employees with disabilities.

Jan. 1, 2016

Information Pamphlet to be developed to be distributed to every new Service Personnel at CleanMark. Salaried employees to attend AODA training workshop.

Compliant

Have in place a written process to develop individual accommodation plans for employees with a disability.

Jan. 1, 2016

Develop policy that is flexible on a needs basis dependent on employee, operationalize a standard process for the development of individualized accommodation plans

Compliant

Have a written return to work process in place for employees who have been absent due to a disability

Jan. 1, 2016

Document process already in place and formalize policy, review of current accommodation processes and practices. Update and document return to work process based on gaps and compliance requirements.

Compliant

If your office uses performance management, career development and redeployment processes, take the needs of employees with disabilities into account

Jan. 1, 2016

Review and update of current transfer and redeployment practices and processes to ensure accommodation plans are referenced. Educate hiring managers to ensure redeployment efforts/activities taken into account the employee's accommodation needs. Assess current performance review process to ensure accessibility features are incorporated. Ensure promotion criteria, practices and processes taken into account individual accommodation needs and plans in accordance with AODA. Ensure all future developed training and materials are developed with accessibility features in mind.

Compliant

AODA Standard**IASR Requirement****Due Date****Action****Status****Part Four:
Design of
Public Spaces**Make new or
redeveloped
spaces accessible

Jan. 1, 2017

All leasehold improvements to
be undertaken will be planned in
accordance with the underlying
principles of the ACT.

Compliant

Maintain accessible
elements of public
spaces

Jan. 1, 2017

All existing accessible elements of
public space will be maintained
in accordance with the underlying
principles of the ACT

Compliant