



Accessibility in the Workplace Plan

This 2014-2021 accessibility plan outlines the policies and actions that Wabano Centre for Aboriginal Health will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Wabano is committed to treating all people in a way that allows them to maintain their dignity and independence. 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 and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency information

Wabano is committed to providing the clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

Wabano will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Wabano will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by **January 1, 2015**:

- All staff will complete the online AODA training during Orientation provided by the Ontario government;
- All regular volunteers will be trained on the act during Orientation.

Information and communications

Wabano is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Wabano will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by **January 1, 2014**:

- Wabano will ensure that its website is up to date with regulations.

Wabano will take the following steps to ensure existing feedback processes are accessible by **January 1, 2015**:

- The complaints process will be communicated in more than one format.

Wabano will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**:

- All publicly available information will be available on the website, which will meet accessibility standards required by law.

Employment

Wabano is committed to fair and accessible employment practices.

Wabano will notify the public and staff that, when requested, Wabano will accommodate people with disabilities during the recruitment and assessment processes and when people are hired by accommodating the requests to the point of undue hardship. An accessibility statement will be included on all job postings.

Wabano will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

- Review HR policies every two years to ensure that they are meeting legal requirements;
- Work with the medical provider of any employee who requires accommodation or a return-to-work plan in order to create a plan that meets the employee's needs (to the point of undue hardship).

Wabano will follow any formal request for accommodation as outlined by the medical practitioner of an employee to ensure the accessibility needs of employees with disabilities are taken into account if Wabano is using performance management, career development and redeployment processes.

Wabano will listen to feedback from community members, staff and volunteers in order to prevent and remove other accessibility barriers when identified.

Emergency Maintenance of Accessibility Features

Wabano is committed to ensuring that all public spaces are accessible. Wabano has an elevator to ensure that people can move freely between floors and auto-open buttons on public entrances.

If the auto-open function fails on the door, Wabano would ensure that clients with mobility issues are assisted in entering and leaving the public space until the button is fixed.

From time to time, maintenance is needed on the elevator. When this occurs Wabano will ensure that a notice is posted and alternative programming and service locations are found for programs and services normally scheduled in areas that are not easily accessed by those with mobility restrictions.

For More Information

For more information on this accessibility plan, please contact:

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