



Multi-Year Accessibility Plan

Requirement	YES	NO	N/A	Notes/Actions
<p>Establishment of Accessibility Policies:</p> <p>The organization must:</p> <ul style="list-style-type: none"> ● Develop, implement, and maintain required accessibility policies ● Have a Statement of Commitment ● Make policies available to the public 	YES			<p>Schlegel Villages has Accessibility Policies implemented in the organization that address the following:</p> <ul style="list-style-type: none"> ● Accessible Customer Service ● Information and Communications Standards ● Employment Standards <p>Schlegel Villages has an AODA Statement of Commitment.</p> <p>These documents are available within the Villages.</p>
<p>Hiring:</p> <p>The organization must:</p> <ul style="list-style-type: none"> ● Ensure job postings are accessible and inform employees and the public of the Employer's commitment to accommodating the needs of people with disabilities in the hiring process ● Post this information on the Employer's website and include it in all job postings 	YES			<p>Schlegel Villages welcomes and encourages applications from people with disabilities.</p> <p>Accommodations are available on request for candidates taking part in all aspects of the selection process.</p>
<p>The organization must:</p> <ul style="list-style-type: none"> ● Notify job applicants when they are selected for an interview that accommodation will be provided 	YES			<p>Schlegel Villages will notify job applicants when they are individually selected to participate further in the selection process that accommodations are available upon request in relation to the materials or processes to be used.</p>
<p>The organization must:</p> <ul style="list-style-type: none"> ● Notify successful applicants of the organization's accommodation policies for accommodating employees with disabilities 	YES			<p>Schlegel Villages has an accommodation process in place and provides accommodations for employees with disabilities.</p> <p>When making offers of employment, Schlegel Villages will notify the successful applicant of its policies for accommodating employees with</p>

				<p>disabilities.</p> <p>If a successful applicant requires a specific accommodation due to a disability or a medical need that they have not yet informed us about, please contact the Village's General Manager.</p> <p>Alternatively, the successful applicant can connect with Erin Mattis, Director of Health & Safety at 325 Max Becker Drive, Suite 201, Kitchener ON, N2E 4H5, (519) 571-1873 or erin.mattis@schlegelvillages.com so that arrangements can be made for the appropriate accommodations to be in place before they begin their employment.</p>
<p>The organization must:</p> <ul style="list-style-type: none"> Inform employees about the organization's policies to support people with disabilities. Inform new employees when they are hired, and inform all employees if the policies are updated or changed. 	YES			<p>When making offers of employment, Schlegel Villages will notify the successful applicant of its policies for accommodating employees with disabilities.</p> <p>If Accessibility policies are updated or changed, Schlegel Villages will inform all employees of the revisions.</p>
<p>Providing Accessible Workplace Information:</p> <p>Workplace information must be provided in an accessible format upon employee request. This includes:</p> <ul style="list-style-type: none"> Any information necessary for employees to perform their jobs (e.g., job descriptions and manuals). General information available to all employees at work (e.g., company newsletters, organization-wide memos, and bulletins regarding company policies and health and safety information). 	YES			<p>When an employee discloses that they have a disability and require workplace information in an accessible format, Schlegel Villages will engage in discussions with the employee to determine their preferred information delivery methods so that information is accessible to them.</p>
<p>Providing Individualized Workplace Emergency Response Information:</p>	YES			<p>When an employee discloses that they have a disability, Schlegel Villages will engage in discussions with the employee and develop an</p>

<p>Emergency information must be made accessible and a plan must be developed to help employees with disabilities during an emergency.</p> <p>If the organization knows an employee might need help in an emergency due to a permanent or temporary disability, the organization must provide individualized emergency response information to the employee.</p>			<p>individualized Workplace Emergency Response Plan, if necessary.</p> <p>With the employee’s consent, Schlegel Villages will share this information with the people designated to help in an emergency.</p> <p>The employee’s emergency response information will be reviewed when there are changes to the employee’s work parameters.</p>
<p>Managing Performance, Career Development, And Redeployment:</p> <p>During performance management or career development processes, the organization must consider the needs of employees with disabilities when:</p> <ul style="list-style-type: none"> ● Holding formal or informal performance reviews ● Promoting or moving employees to a new job 	<p>YES</p>		<p>Schlegel Villages will take into account the accessibility needs of employees with disabilities, as well as Individual Accommodation Plans when conducting performance management and when providing career development, advancement, or redeployment to employees. Possible accommodations may include:</p> <ul style="list-style-type: none"> ● Making documents available in accessible formats (e.g. large print for employees with low vision) ● Providing feedback and coaching in a way that is accessible (e.g. allowing employees with a learning disability to record the conversation) ● Providing the accommodations an employee needs to successfully learn new skills or take on more responsibilities
<p>Feedback:</p> <p>The organization must:</p> <ul style="list-style-type: none"> ● Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities. 	<p>YES</p>		<p>Upon request, Schlegel Villages will engage in discussion with a person with a disability to determine their preferred method for receiving and responding to feedback. Possible accommodations may include:</p> <ul style="list-style-type: none"> ● Providing or arranging for accessible formats to give persons with disabilities the required channels for giving, receiving, and responding to feedback ● Providing or arranging for accessible communication supports through alternative methods
<p>Accommodation Plans:</p>	<p>YES</p>		<p>Schlegel Villages and the employee with a disability must collaboratively determine and implement appropriate accommodation</p>

<p>The organization must develop and write a process for creating accommodation plans for employees with disabilities. This process must be documented and should include:</p> <ul style="list-style-type: none"> ● How an employee participates in the development of their individual accommodation plan ● How an employee is assessed on an individual basis ● How a unionized employee can ask for a representative from their bargaining agent to participate in the development of the accommodation plan ● How a non-unionized employee can ask for a representative from the workplace to participate in the development of the accommodation plan, as applicable ● How the employer can request assistance from an outside expert, at their expense ● The steps the organization will take to protect the privacy of the employee's personal information ● How and when the organization will provide the employee with their personalized accommodation plan ● The schedule for when and how the plan will be reviewed and updated ● How the organization will tell an employee that their individual accommodation plan has not been accepted ● How the organization will provide the plan in an accessible format 			<p>measures.</p> <p>Individual Accommodation Plans will be documented in writing and maintained in the employee's file. The employee's Individual Accommodation Plan will be reviewed when there are changes to the employee's work parameters.</p> <p>With the employee's consent, Schlegel Villages will share information from the Individual Accommodation Plan with the people designated to support with any accommodations.</p> <p>Schlegel Villages will provide workplace information and emergency information in an accessible format, if requested.</p>
<p>Return-to-Work Process:</p> <p>This requirement does not replace or override any other Return to Work process made under any other law (e.g., WSIA).</p> <ul style="list-style-type: none"> ● The organization must develop and write a process to support 	<p>YES</p>		<p>Schlegel Villages will develop and document Individual Return to Work Plans for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.</p> <p>Individual Return to Work Plans are developed and implemented by the employee's direct</p>

<p>employees who have been absent from work due to a disability and require disability-related accommodations to return to work</p>			<p>supervisor.</p> <p>Individual Return to Work Plans are documented and maintained in the employee's file</p>
<p>Submit an Accessibility Compliance Report:</p> <p>As a business or nonprofit with 20 or more employees, the organization is required to submit an accessibility compliance report every three years.</p> <p>The report confirms the organization's adherence to current accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).</p>	<p>YES</p>		<p>Schlegel Villages submitted an Accessibility Compliance report on December 22, 2023.</p> <p>Schlegel Villages' next Accessibility Compliance report is due by December 31, 2026.</p> <p>Schlegel Villages' Accessibility Compliance reports are created, submitted, and documented by Erin Mattis, Director of Health & Safety.</p> <p>Schlegel Villages' Accessibility Compliance report is accessible and available to the public on our website www.schlegelvillages.com</p>
<p>Training:</p> <p>Accessibility training which meets AODA requirements must be provided to:</p> <ul style="list-style-type: none"> ● All employees and volunteers (paid and unpaid, full-time, part-time and contract positions) as soon as possible after joining the organization ● Anyone involved in developing the organization's policies (including managers, senior leaders, directors, board members and owners) ● Anyone who provides goods, services or facilities to clients/customers on the organization's behalf 	<p>YES</p>		<p>Accessibility training provided to employees of Schlegel Villages covers the following:</p> <ul style="list-style-type: none"> ● the purpose of the Accessibility for Ontarians with Disabilities Act ● an overview of the requirements of the customer service standard ● Schlegel Villages' policy on providing accessible customer service ● how to interact with people with various types of disabilities ● how to interact with people who use an assistive device or require the assistance of a service animal or support person ● what to do if a person with a disability is having difficulty accessing Schlegel Villages' goods, services, or facilities ● the accessibility standards and the Ontario Human Rights Code as it relates to people with disabilities ● any changes or updates to the organization's accessibility policies ● any accessibility training pertaining to the employee's responsibilities or job duties <p>Training records, including when the training was delivered and who attended, are documented</p>

				and maintained in the employee's file.
<p>Off-Street Parking:</p> <p>Off-street parking facilities have a minimum number of parking spaces for persons with disabilities in accordance with the requirements.</p> <p>In the event of more than one off-street parking facility at a site, the organization calculates the number and type of parking spaces for the use of persons with disabilities according to the number and type of parking spaces required for each off-street parking facility.</p>	<p>YES</p>			<p>Schlegel Villages ensures that all off-street parking facilities have the minimum number of parking spaces for persons with disabilities as per the requirements.</p>