

## Integrated Accessibility Standard Regulation – Multi-year Accessibility Plan

### Category: General Requirements

Component	Deadline/ Status	Requirement	Action(s)	Who
1. <b>Establishment of Accessibility Policies</b>	1-Jan-2014 Compliant	<p><b>Sec. 3(2)</b> Shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities</p> <p><b>Sec. 3(3)</b> Prepare one or more written documents describing its policies</p>	A third party, Workplace Safety & Prevention Services was contracted to complete the statement of commitment and policy on the Integrated Accessibility Standard Regulation.	Management/HR
2. <b>Accessibility Plan</b>	1-Jan-2014 Compliant	<p><b>Sec. 4(1)</b> Large organizations shall establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirement under this Regulation.</p>	Workplace Safety & Prevention Services was contracted to complete a multi-year accessibility plan.	Management/HR
3. <b>Self-Service Kiosks</b>	1-Jan-2014 Not applicable	<p><b>Sec. 7(2)</b> Large organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.</p>	<p>“Kiosk” means an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both.</p> <p>Magnussen Home Furnishings is not aware at this time of any kiosks being utilized. Should this change in the future, Magnussen Home Furnishings will ensure it meets this requirement.</p>	Not applicable

4.	<b>Training</b>	1-Jan-2015 Compliant	<b>Sec. 7</b> Every obligated organization shall ensure training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to person with disabilities	<p>All employees and volunteers, all persons who participate in developing the organization's policies; and all other persons who provide goods, services or facilities on behalf of the organization will be trained.</p> <p>Training will be on the requirements of the Integrated Accessibility standard and will be appropriate to the duties of the individual being trained. Employees will also be trained on the Ontario Human Rights Code as it pertains to persons with disabilities.</p>	Management/HR
5.	<b>Accessibility Report</b>	1-Jan-2015 Compliant	<b>Sec. 86.1</b> Organizations shall file the accessibility report according to the following schedule: every three years in the case of large organizations.	<p>Report was filed before January 1, 2015. Report was filed before January 1, 2018. Report was filed before June 30, 2021.</p>	Management/HR

**Category: Information & Communications Standards**

Component	Deadline/ Status	Requirement	Action(s)	Who
1. Feedback from Customers	1-Jan-2015 Compliant	<b>Sec. 11</b> Receiving and providing feedback in an accessible format	Magnussen Home Furnishings currently solicits feedback via the company website. Magnussen Home Furnishings will ensure this process is facilitated in a way which takes into account a variety of disabilities. Information will be added to the website on how to provide feedback on our goods and services via electronic mail, phone and mail.	Mgmt/HR
2. Accessible Formats and Communication Supports	1-Jan-2016 Compliant	<b>Sec. 12</b> Information about their goods and services or facilities	Magnussen Home Furnishings shall upon request provide or arrange for the provision of accessible formats for persons with disabilities. The availability of accessible formats will be communicated through the "one pager" on AODA posted in main lobby near sign in book.	Mgmt/HR
		<b>Sec. 12</b> Communication Supports	Communication supports will be provided in a timely manner which takes into account the person's needs. The cost to provide this service shall not be incurred by the customer. The customer will be consulted with to determine the suitability of a communication support.	Mgmt/HR
3. Unconvertible Information	1-Jan-2016 Not applicable	<b>Sec. 12</b> Examples: blue prints or x-rays	Magnussen Home Furnishings is currently not aware of any documents that would be classified as unconvertible.	Mgmt/HR
4. Meeting requests in a timely manner	1-Jan-2016	<b>Sec. 12</b> HTML, MS Word, accessible electronic formats	Magnussen Home Furnishings will be able to provide the accessible documents or communication supports within ten business days.	Mgmt.

5.	<b>Posting Requirements</b>	1-Jan-2016 Compliant	<b>Sec. 12</b> Public must be notified about accessible formats & communication supports	Magnussen Home Furnishings will notify the public about the availability of accessible formats and communication supports via an AODA posting in main lobby near sign in book and on website.	Mgmt/HR
6.	<b>Emergency Procedures / Plan or Public Safety Information</b>	1-Jan-2012 Compliant	<b>Sec. 13</b> If publicly available must also provide in an accessible format. i.e.: evacuation procedures, floor plans, Health & Safety information	Any emergency procedures/plan or public safety information Magnussen Home Furnishings makes publicly available will be made available in an accessible format upon request.	Mgmt/HR
7.	<b>Accessible Websites &amp; Web Content</b>	1-Jan-2014 Not applicable	<b>Sec. 14</b> Applies to new internet websites & content WCAG 2.0 (World Wide Web Consortium web content accessibility guidelines at Level A)	Magnussen Home Furnishings did not create a new URL or change their existing website by more than 50%.	Not applicable
		1-Jan-2021 Compliant	<b>Sec. 14</b> All internet websites and web content (World Wide Web Consortium web content accessibility guidelines at Level AA)	Magnussen Home Furnishings has internal web site developers.	Mgmt/HR

**Category: Employment**

Component	Deadline/ Status	Requirement	Action(s)	Who
1.	1-Jan-2017 Compliant	<b>Sec. 22</b> Notify employees and public about availability of accommodation(s) for applicants in the recruitment process	Magnussen Home Furnishings utilizes a variety of sources to recruit. When posting open positions, information about the availability of accommodations will be added to the job postings. If utilizing placement agencies, Magnussen Home Furnishings will ensure all the agencies are meeting this requirement. "If you require accommodations to participate in the recruitment process please notify us when contacted for an interview."	Management/HR
Recruitment, Assessment and Selection	1-Jan-2017 Compliant	<b>Sec. 23</b> Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available	Magnussen Home Furnishings will notify applicants when they are contacted for an interview about the availability of accommodations during the recruitment process. This will be done by phone or email when booking an interview date and time.	Management/HR
	1-Jan-2017 Compliant	<b>Sec. 24</b> Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities	Magnussen Home Furnishings will notify the successful applicant(s) of their policies for accommodating employees with disabilities. All new hires receive written offers of employment. "Availability of accommodations to perform the duties of the job for which you are hired."	Management/HR
	1-Jan-2017 Compliant	<b>Sec. 25</b> Informing Employees of Supports - all employees must be informed of polices used to support employees with	Magnussen Home Furnishings will inform all employees of their policies for supporting employees with disabilities.	Management/HR

			disabilities (existing employees, new hires and when there is a change to the policy)	Notification will be sent via an email, newsletter, communicated during a meeting or an AODA training session.	
2.	<b>Accessible formats and communication supports for employees</b>	1-Jan-2016 Compliant	<b>Sec. 26</b> Must provide in an accessible format information needed to perform the job and information which is generally available to employees in the workplace	Magnussen Home Furnishings will, upon request, consult with an employee with a disability to determine which accessible formats or communication supports they require to perform the duties of their job.	Management/HR
3.	<b>Workplace emergency response information</b>	1-Jan-2012 Compliant	<b>Sec. 27</b> Provide individualized workplace emergency response information ; prepare for the specific needs employees with disabilities may have in emergency situations	Magnussen Home Furnishings will create an individualized workplace emergency response plan for employees who have a disability and require accommodation(s)/supports to evacuate their workplace in an emergency.  With the employee's consent, the person designated to provide assistance to the employee will be provided with the necessary information to assist the employee with the disability. An email, posting on the intranet, newsletter, meeting, or training session will be used to communicate this requirement to staff.	Management/HR
4.	<b>Documented individual accommodation plans</b>	1-Jan-2016 Compliant	<b>Sec. 28</b> Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency	Magnussen Home will create an individual accommodation plan for any employee for which they have been made aware has a disability. There may be times when Magnussen Home may initiate a dialogue to offer assistance for employees who are clearly unwell or perceived to have a disability. The employee will be included in the development of the plan. This plan will be reviewed when there is a change in the employee's disability or job.	Management/HR

5.	<b>Return to Work process</b>	1-Jan-2016 Compliant	<b>Sec. 29</b> Develop and have in place a RTW process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work	Magnussen Home has developed and has in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process will be documented. If an individual's injury is covered by the return to work provisions of the Workplace Safety and Insurance Act, then that Act's return to work process would apply.	Management/HR
6.	<b>Performance Management</b>	1-Jan-2017 Compliant	<b>Sec. 30</b> Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during the performance management process in respect to employees with disabilities	Under the AODA, the term performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success. Magnussen Home Furnishings will consider the accessibility needs of employees with disabilities in the area of performance management. "Please check with HR to determine need for accommodations of your employees during the performance review." – include statement on review and in email to coaches at review time.	Management/HR
7.	<b>Career Development and Advancement</b>	01-Jan-17 Compliant	<b>Sec. 31</b> Providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an org. that may be higher in pay, provide greater responsibility or be at a higher level in the org. or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them	Magnussen Home Furnishings will take into account what accommodations employees with disabilities may need to succeed elsewhere in the business or to take on new responsibilities within their current position.  If the employee has an individual accommodation plan in place, the plan will be updated to reflect the changes in their new responsibilities.	Management/HR

8.	<b>Redeployment</b>	01-Jan-17 Compliant	<b>Sec. 32</b> Reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization	In the event that Magnussen Home Furnishings initiates a redeployment process, it will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization. If the employee has an individual accommodation plan, the plan will be reviewed and updated to reflect the changes in their new responsibilities.	Management/HR
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