

INTEGRATED ACCESSIBILITY STANDARDS POLICY

The following policy has been established by Chartered Professional Accountants of Ontario (CPA Ontario) to govern the provision of services with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the *Accessibility for Ontarians with Disabilities Act, 2005*.

These standards are developed to break down barriers and increase accessibility for persons with disabilities, in the areas of information and communications and employment.

CPA Ontario is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the *Accessibility for Ontarians with Disabilities Act, 2005* in meeting the accessibility needs of persons with disabilities.

Commitment

CPA Ontario is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons 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, 2005*.

This policy will be implemented in accordance with the time frames established by the Regulation.

Accessibility Plan

CPA Ontario will develop, maintain and document an Accessibility Plan outlining the company’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Accessibility Plan will be reviewed and updated at least once every five years, and will be posted on CPA Ontario’s website. Upon request, CPA Ontario will provide a copy of the Accessibility Plan in an accessible format.

Training Employees and Volunteers

CPA Ontario will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- all its employees and volunteers;
- all persons who participate in developing CPA Ontario’s policies; and,
- all other persons who provide goods, services or facilities on behalf of the organization.

The training will be appropriate to the duties of the employees, volunteers and other persons.

Employees will be trained when changes are made to the accessibility policy. New employees will be trained within the first three months of their employment.

CPA Ontario will keep a record of the training it provides.

INFORMATION AND COMMUNICATIONS STANDARDS

Feedback

CPA Ontario will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of accessible formats and communications supports, upon request.

Accessible Formats and Communication Supports

Upon request, CPA Ontario will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

CPA Ontario will consult with the person making the request in determining the suitability of an accessible format or communication support.

CPA Ontario will also notify the public about the availability of accessible formats and communication supports.

Accessible Websites and Web Content

CPA Ontario will ensure that our website including web content, conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level A except where this is impracticable.

EMPLOYMENT STANDARDS

Recruitment

CPA Ontario will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. CPA Ontario will also ensure that third party recruitment agencies are AODA compliant and are asking if accommodation is required when scheduling interviews on our behalf.

Recruitment, Assessment or Selection Process

CPA Ontario will notify job applicants when they are individually selected to participate further in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, CPA Ontario will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to Successful Applicants

When making offers of employment, CPA Ontario will notify the successful applicant of its policies for accommodating employees with disabilities.

Informing Employees of Supports

CPA Ontario will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

Accessible Formats and Communication Supports for Employees

Upon the request of an employee with a disability, CPA Ontario will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job, and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, CPA Ontario will consult with the employee making the request.

Workplace Emergency Response Information

CPA Ontario will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if CPA Ontario is aware of the need for accommodation due to the employee's disability. CPA Ontario will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, CPA Ontario will, with the consent of the employee, provide the workplace emergency response information to the person designated by CPA Ontario to provide assistance to the employee.

CPA Ontario will review the individualized workplace emergency response information when the employee moves to a different location in the organization, or when the employee's overall accommodation needs or plans are reviewed.

Documented Individual Accommodation Plans

CPA Ontario will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

Return to Work Process

CPA Ontario will maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process will outline the steps that CPA Ontario will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute (i.e., the *Workplace Safety Insurance Act, 1997*).

Performance Management, Career Development and Advancement & Redeployment

CPA Ontario will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

Questions about this policy

This policy has been developed to break down barriers and increase accessibility for persons with disabilities, in the areas of information and communications and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by:

Human Resources
Email: accessibility@cpaontario.ca
Fax: 416-962-2463