

AODA – Integrated Accessibility Standards Regulation

Policy

AcuityAds is committed to excellence in serving all customers including people with disabilities.

We also support the goal of the Ontario government to make Ontario barrier-free by 2025 and its implementation of accessibility standards for persons with disabilities. An accessibility standard is a rule that AcuityAds and our staff must follow to identify, remove, and prevent barriers for persons with disabilities.

This policy covers the integrated accessibility standards regulation (IASR).

Document Owner:	Human Resources
Practice Applies to:	Everyone
Process Responsibility:	Individuals, Managers
Final Accountability:	Managers

AODA Definition: Disability

1. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
2. a condition of mental impairment or a developmental disability;
3. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
4. a mental disorder, or;
5. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

Procedures and Guidelines

To support our policy guiding principles and requirements, AcuityAds has developed procedures and guidelines in the following areas:

1. **Multi-Year Plan**
2. **Information and Communications**

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3. Employment
4. Training
5. Modification to this or other policies

1. Multi Year Plan

AcuityAds shall

- a) Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet requirement under the Regulation;
- b) Post the accessibility plan on our website and provide the plan in a n accessible format upon request; and
- c) Review and update the accessibility plan at least once every five years.

2. Information and Communications

AcuityAds Inc. is committed to meeting the communication needs of people with disabilities.

- a) When asked, we will provide information and communications materials in accessible formats or with communication supports.
- b) This includes publicly available information about our goods, services and facilities, as well as publicly available emergency and safety information.
- c) Acuity Ads Inc's website will ensure our website and content conform with WCAG 2.0, Level AA by January 1, 2021.

3. Employment

AcuityAds Inc is committed to fair and accessible employment practices.

- a) We will notify the public and personnel that we will accommodate disabilities during recruitment and assessment processes and when personnel are hired when requested.
- b) If needed, we will create an individual accommodation plan and/or workplace emergency information for any personnel who have a disability.
- c) Our performance management, career development, re-assignment and return-to-work processes will take into account the accessibility needs of personnel with disabilities.

4. Training

- a. AcuityAds will ensure that the following persons will receive training about the IASR and the Ontario Human Right Code:



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- Every person who provide goods, services on behalf of Acuity; whether the person does so as an employee, agent, volunteer or otherwise.
 - Every person who participates in developing AcuityAds's policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.
- b. The training will include the requirements of this regulation and instruction about the following matters:
- General Requirements
 - Information and Communication
 - Employment to those involved in the hiring process
 - The Ontario Human Rights Code
 - Understanding the Duty to Accommodate
 - Applying Human Rights Principles
 - Compliance and Enforcement of the Human Rights Code
- c. The training will be provided to each person as soon as practicable after he or she is assigned the applicable duties.
- d. Training will also be provided on an ongoing basis in connection with changes to the policies, practices and procedures governing the provision of goods or services to persons with disabilities.
- e. AcuityAds will prepare a document describing its training policy, and the document must include a summary of the contents of the training and details of when the training is to be provided.
- f. AcuityAds will keep records of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.

5. Modifications to this or other policies.

Any AcuityAds policy that does not adhere to our "Policy Guiding Principles" will be modified or removed. This policy will be reviewed regularly to reflect current practices of the organization.

Additional Information

Related Documents

- Core Company Policies
- 1650 AODA Customer Service Policy
- 1652 AODA Training Document
- 1653 AODA Multi Year Plan



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External Resources

- <http://www.ontario.ca/laws/statute/05a11>

If you have questions, comments or suggestions regarding this document, contact Human Resources.