

RWDI Multi-Year Plan – AODA Standards - 2021 - 2016

RWDI Commitment

RWDI believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), IASR and the Human Rights Code. RWDI is committed to strive to meet the needs of individuals with disabilities in a timely and effective manner.

Objective – of this plan

The multi-year plan is revisited, updated and revised every 3 years or as required by AODA standards. In 2023, the previous 2021 plan was replaced with this one.

Training – IASR and the Human Rights Code

Objective – to educate all employees and maintain an understanding of IASR and the Human Rights Code, RWDI policies, processes and procedures; ensuring accessibility training for all of the following:

- Existing and new employees
- All leaders and managers
- Employees involved in developing policies, processes and procedures and communicating such to the company
- Employees
- Employees developing individual accommodation plans
- Employees developing and auditing websites and platforms (digital content)

This initiative is ongoing and revisited annually.

Information and Communication

Objective -

Accessibility Requirement: Feedback Process

- Feedback process is included in policy and on website.
- Employee and client feedback process includes ability to request multiple types of communication
- Address Potential Future Barriers: Ensure review of policy and feedback process.

Accessibility Requirement: Accessible formats and communication supports

- All public/client information will be provided in accessible format and or using communication supports upon request, to the extent practicable.

- This will be done in a timely manner and at no additional cost.
- Address Potential Future Barriers: Ensure ongoing review of policy, formats and supports

Accessibility Requirement: Documented individual accommodation plans

- Ensure employees are aware that RWDI has an accommodation process for employees, when required and or upon request.
- Forms and process are available to facilitate accommodation.

Accessibility Requirement: Return to work process

- Ensure employees are aware that RWDI has a return to work and accommodation process for employees, when required and or upon request.
- Forms and process are available to facilitate return to work.

Accessibility Requirement: Emergency procedures, plans or public safety information

- Emergency and evacuation procedures and plans for offices are posted and reviewed annually
- We provide our clients with publicly available emergency information in an accessible format upon request.
- We provide employees with disabilities with individualized emergency response information and plans, upon request.
- Managers and leaders are provided training on emergency procedures and accommodations.
- Address Potential Future Barriers: Ensure ongoing review of plans

Accessibility Requirement: Accessible websites and web content

- WCAG 2. Level A , Level AA – compliance met for RWDI website and content, to the extent practicable
- Ongoing updates will be monitored annually for compliance

Accessibility Requirement: Recruitment, assessment and selection processes

Objective – Talent Acquisition assessment and selection process is inclusive and accommodating for all applicants.

- Ensure applicants are aware of accommodation through website and consultation during the process.
- Address Potential Future Barriers: Ensuring that policy continues to be reviewed and any candidate feedback is taken into consideration in improving our processes.

Accessibility Requirement: Performance Management and Career Development

Ensuring that managers are aware of performance management processes for individuals with disabilities.

Ensuring that managers are aware of career development processes and advancement for individuals with disabilities.

RWDI will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities. Individual accommodation plans will be consulted, as required.

Continuous review of policy, training and taking into consideration any feedback from employees.

General Information – Alternative accessible formats of this document are available upon request from our HR Department - Alice Finoro alice.finoro@rwdi.com