

# AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

## INTENT

This 2014-21 accessibility plan outlines the policies and actions that SmithValeriotte Law Firm LLP (SV Law) will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the [Integrated Accessibility Standards, Ontario Regulation 191/11](#).

## STATEMENT OF COMMITMENT

SV Law 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) and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

## DEFINITIONS

### As defined in the AODA Act.

*“accessible formats”* may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities; (“format accessible”)

*“communication supports”* may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications; (“aides à la communication”)

*“disability”* means,

(a) 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,

- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) 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”)

## **ACCESSIBILITY PLAN**

### **Training**

SV Law will provide training to employees on Ontario’s accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees.

SV Law will take the following steps to ensure employees are provided with the training needed to meet Ontario’s accessible laws.

- Training provided to all employees as appropriate to the duties of the people being trained.
- Training will be provided to all new employees during their orientation within the first 5 days of their employment.

### **Information and Communications**

SV Law is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

SV Law has updated its Website, and all content published conforms with the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA.

### **Feedback**

SV Law, in accordance with the requirements of the IASR, ensures that the process for receiving and responding to feedback is accessible to persons with disabilities by providing or arranging for the provision of accessible formats upon request. Notification to the public of the availability of accessible formats has been posted online.

### **Accessible Formats and Communication Supports**

SV Law, will upon request, and in accordance with the schedule set out in the IASR, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities; a) in a timely manner that takes into account the person’s accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons. SV Law will consult with the person making the request in determining the suitability of an

accessible format or communication support and will notify the public about the availability of accessible formats and communication supports.

## **Employment Standard**

SV Law is committed to fair and accessible employment practices and will ensure that its employment practices are in compliance with the AODA, IASR, and the Ontario Human Rights Code. Where we are not already doing so, SV Law will ensure that it has the following required policies and procedures, as per the IASR:

### Recruitment

SV Law will notify internal and external job applicants, that, where needed, accommodations for disabilities will be provided, on request, to support their participation in aspects of the recruitment process; and

SV Law will:

- Notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used;
- Upon request for an accommodation, 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;
- Notify the successful applicant, when making an offer of employment, of its policies for accommodating employees with disabilities;
- Inform new and existing employees of its policies for supporting employees with disabilities, including providing employment-related accessibility needs to disability.

### Documented Individual Accommodation Plans

SV Law shall develop individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

The process for the development of documented individual accommodation plans shall include the following elements:

- The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
- The means by which the employee is assessed on an individual basis.
- The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved.
- The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.
- The steps taken to protect the privacy of the employee's personal information.

- The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
- If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
- The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

The Individual accommodation plans shall,

- if requested, include any information regarding accessible formats and communications supports provided;
- if required, include individualized workplace emergency response information; and
- identify any other accommodation that is to be provided.

### Return to Work Process

SV Law will have 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; and will document the process. This process will outline the steps that SV Law will take to facilitate the return work and will include an individual accommodation plan.

### Performance Management

SV Law will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process.

### Career Development and Advancement

SV Law will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when providing career development and advancement.

### Redeployment

SV Law will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees so that accommodation needs can continue to be met.

## **Workplace Emergency Response Information**

SV Law will provide, as soon as practicable, individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and the employer is aware of the need for accommodation due to the employee's disability. If required SV Law will provide assistance to the employee and with the employee's consent provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.

Smith Valeriotte will review the individualized workplace emergency response information if an employee moves to a different location in the organization; when the employee's overall accommodations needs, or plans are reviewed; and when the employer's general emergency response policy is reviewed.

## **Facility Accessibility Standards**

SV Law will meet the Accessibility Standards in accordance with the IASR, with respect to the design of any facilities when building or making major modifications to our existing facilities.

## **References**

- SV Law Accessibility Standard for Customer Service Plan
- Accessibility for Ontarians with Disabilities Act.
- Integrated Accessibility Standards, Ontario Regulation 191/11.

## **Copies**

Accessible formats of this document are available free upon request from:

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Phone: 519-837-2100  
Email: [guelphinfo@svlaw.ca](mailto:guelphinfo@svlaw.ca)

## **Review and Update**

This document was updated in December 2020 and will be reviewed and updated annually by December 31st.

12/2014  
Rev. 12/2015  
Rev. 12/2016  
Rev. 12/2017  
Rev. 12/2018  
Rev. 12/2019  
Rev. 12.2020