

AODA Multi-Year Accessibility Plan 2021 - 2025

Introduction

The Integrated Accessibility Standards Regulations (IASR) under the AODA require that Media6 IMG establish, implement, maintain and document its accessibility policies and multi-year Accessibility Plan. The Accessibility Plan outlines Media6 IMG's strategies to prevent and remove barriers for persons with disabilities and meet our requirements under the IASR and AODA.

Application

The Accessibility Plan applies to all employees of Media6 IMG in Ontario, and, where indicated, to any independent contractors providing services on behalf of Media6 IMG in Ontario.

Commitment

In fulfilling our mission, Media6 IMG strives to treat all individuals in a manner that allows them to maintain their dignity and independence. Media6 IMG promotes integration and equal opportunity and is committed to meeting the needs of people with disabilities in a timely manner. Media6 IMG will seek to achieve this by preventing and removing barriers to accessibility and by meeting accessibility requirements under AODA. This Accessibility Plan sets out how Media6 IMG will achieve accessibility generally, as well as in employment, and information and communications.

Under the IASR, the following accessibility strategies set out the requirements that are applicable to Media6 IMG:

1. General Requirements
2. Customer Service
3. Information & Communication
4. Employment
5. Design of Public Spaces

Integrated Accessibility Standards Regulations (IASR) Compliance

The following sets out how Media6 IMG is committed to complying with the IASR.

General Requirements

a) Policies

Media6 IMG is committed to maintaining an AODA policy/standard. The standard includes an organizational statement of commitment and requirements for employees at all levels of the organization to meet the accessibility requirements for persons with disabilities in a timely manner.

Media6 IMG will continue to review the AODA policy at least every five years or whenever the Media6 IMG practices and/or procedures change to ensure it is up to date and all AODA requirements are integrated. The Media6 IMG AODA standard is available in an accessible format to persons requesting a copy of the policy.

b) Multi-Year Accessibility Plan

Media6 IMG shall develop, maintain, and document a multi-year accessibility plan outlining the company's strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities.

The Multi Year Accessibility Plan shall be reviewed and updated at least once every five years, and shall be posted on the company's website. Upon request, Media6 IMG shall provide a copy of the Accessibility Plan in an accessible format.

c) Self-Service Kiosks

Media6 IMG has considered accessibility for people with disabilities when designing, procuring or acquiring self-serve kiosks.

d) Accessibility Compliance Report

Media6 IMG shall file an accessibility compliance report with the authority having jurisdiction, in the required reporting intervals (every three years) and in a timely manner.

e) Training

Media6 IMG is committed to providing training on the requirements of IASR accessibility standards and the Human Rights Code as it pertains to persons with disabilities.

In accordance with the IASR, this training will be provided to all employees and volunteers, all other persons providing goods, services or facilities on behalf of Media6 IMG in Ontario, and persons participating in the development and approval of Media6 IMG's policies. Training will be provided to persons referenced above as soon as practicable and will cover any changes to Media6 IMG's accessibility policies on an ongoing basis.

Media6 IMG will keep and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided.

Accessibility Standards for Customer Service

Media6 IMG is committed to compliance with the accessibility standards for customer service as provided for under the IASR. In accordance with the IASR, Media6 IMG has developed and implemented its Integrated Accessibility & Customer Service Standard.

Information & Communication

Media6 IMG is committed to making company information and communications accessible to persons with disabilities. Media6 IMG will incorporate new accessibility requirements under the information and communication standards to ensure that its information and communications systems and platforms are accessible and are provided, upon request, in accessible formats that meet the needs of persons with disabilities.

a) Feedback, Accessible Formats & Communication Supports

In accordance with the IASR, Media6 IMG will:

- notify the public of the availability of accessible formats and communication supports;

- ensure that existing and new processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request and in a timely manner;
- more broadly, where accessible formats and communication supports for persons with disabilities are requested:
 - consult with the person making the request to determine the suitability of the accessible format or communication support; and
 - provide or arrange for the provision of accessible formats and communication supports in a timely manner that takes into account the person's accessibility needs due to disability, and at a cost no more than the regular cost charged to other persons.

b) Accessible Websites & Web Content

Media6 IMG's existing website is currently compliant with the WCAG 2.0 Level A guidelines. Prior to January 1, 2021, new content added to Media6 IMG's website will comply with WCAG 2.0 Level A guidelines. In accordance with the IASR, Media6 IMG will take reasonable steps to ensure that after January 1, 2021, all internet websites controlled by Media6 IMG and web content on those sites will conform to the World Wide Consortium Web Content Accessibility Guidelines (WCAG 2.0) Level AA, except where meeting the requirement is not practicable.

c) Accessible Emergency Information

Media6 IMG is committed to providing all customers and clients with emergency information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Employment

a) Recruitment

Media6 IMG is committed to fair and accessible employment recruiting practices that attract and retain employees with disabilities. This includes providing accessibility across all stages of the employment cycle.

In accordance with the IASR, Media6 IMG will do the following:

- Notify employees and the public of the availability of accommodation for applicants with disabilities in the recruitment process. This will include specifying that accommodation is available for applicants with disabilities, on Media6 IMG's website and in job postings.
- 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 in the assessment/selection process. If a selected applicant requests accommodation, Media6 IMG will consult with the applicant and arrange for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs due to the disability.
- When making offers of employment, Media6 IMG will notify the successful applicant of its policies for accommodating employees with disabilities.

b) Informing Employees of Supports & General Provision of Accessible Formats & Communication Supports

In accordance with the IASR, Media6 IMG will inform all employees of policies that support employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability. This will include:

- providing information as soon as practicable after a new employee begins employment;
- keeping employees up to date on changes to existing policies on job accommodations with respect to disabilities;
- where an employee with a disability so requests it, Media6 IMG will provide or arrange for provision of suitable accessible formats and communications supports for:
 - information that is needed in order to perform the employee's job; and
 - information that is generally available to employees in the workplace; and
- in meeting the obligations to provide the information that is set out above, Media6 IMG will consult with the requesting employee in determining the suitability of an accessible format or communication support.

c) Document Individual Accommodation Plans/Return to Work Process

Media6 IMG's existing policies and practices include steps that Media6 IMG will take to accommodate employees with disabilities and to facilitate employees' return to work after absence due to disability. Media6 IMG has an accommodation process for the development of documented individual accommodation plans for employees with disabilities where such plans are required.

In accordance with the provisions of the IASR, Media6 IMG will ensure that the process for the development of documented individual accommodation plans includes the following elements:

- information regarding the manner in which the employee requesting accommodation can participate in the development of the plan;
- information regarding the means by which the employee is assessed on an individual basis;
- information regarding the manner in which Media6 IMG can request an evaluation by an outside medical or other expert, at Media6 IMG's expense, to assist in determining if and how accommodation can be achieved;
- steps to protect the privacy of the employee's personal information;
- information regarding the frequency with which individual accommodation plans will be reviewed and updated and the manner in which this will be done;
- the manner in which reasons for a denial will be provided if an individual accommodation plan is denied;
- information regarding the means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs;
- where individual accommodation plans are implemented, they will include the following:
 - any information regarding accessible formats and communication supports that have been provided for or arranged, in order to provide the employee with:
 - information that is needed in order to perform the employee's job;
 - information that is generally available to employees in the workplace;

- identify any other accommodation that is to be provided to the employee; and
- individualized workplace emergency response information.

Media6 IMG will ensure that the return to work process as set out in its existing policies outlines:

- steps to take to facilitate employees' return to work after disability-related absences;
- development of written individualized return to work plans for such employees; and
- use of individual accommodation plans, as discussed above, in the return to work process.

d) Individual Emergency Response Information

Media6 IMG will also provide employees who have a disability with individualized emergency response information if the disability is such that the individualized information is necessary and Media6 IMG is aware of the need for accommodation due to the employee's disability.

If an employee who receives individualized emergency response information require assistance, and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance in the event of an emergency.

Individual emergency response information will be reviewed when an employee moves to a different location in the organization or has his/her individual accommodation plan reviewed, or when Media6 IMG reviews its general emergency response policies.

e) Performance Management, Career Development & Redeployment

Media6 IMG will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management, providing career development and advancement, and redeploying employees with disabilities.

Design & Use of Public Spaces

Media6 IMG will meet the Accessibility Standards for all built obligations should any such construction or redevelopment take place in the future.

Media6 IMG will take appropriate steps to maintain and repair accessible elements of its public spaces. Media6 IMG will monitor public spaces that include accessible elements for deterioration and damage, and, in the event that accessible elements are not in working order, Media6 IMG will take appropriate steps to resolve the issue in a timely manner. Where necessary and appropriate, and in accordance with the IASR, Media6 IMG will notify the public of any service disruptions, reasons for and anticipated duration of the disruptions, and available alternatives.

Information and Feedback

For more information on this accessibility plan or to provide feedback, please contact the Health & Safety and/or Human Resources Department(s) at:

Phone: (905)-278-9510 or toll free at 1-866-276-6820

Email: alert@interiormanufacturinggroup.com

Accessible formats of this document are available upon request.

Compliance note: This multi-year plan was prepared in compliance with Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), as amended.

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