Larga Baffin Accessibility Plan 2016 – 2018 (50+ employees)

Purpose:

This 2016 – 2018 Accessibility Plan outlines the policies, procedures and actions that Larga Baffin will implement to identify, remove and prevent barriers to people with disabilities who work with/or Larga Baffin. The purpose of the Accessibility Plan is to assist Larga Baffin in documenting the requirements under the Accessibility for Ontarians with Disabilities Act (AODA)

Statement of Commitment

Larga Baffin 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 people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements und eth Accessibility for Ontarians with Disabilities Act.

Training

Larga Baffin is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communications needs and when requested, provide them with information in a manner that takes into account their disability.

Information & Communications

Larga Baffin is committed to meeting the communications need of people with disabilities. When asked, we will provide information and communication in accessible formats or with communications support. This includes publically available information about out goods services and facilities as well as publically available emergency and safety information.

Employment

Larga Baffin is committed to fair and accessible employment practices. Larga will accommodate people with disabilities during the recruitment and assessment processes as well as once they are hire, when requested.

Communication of the Plan

The plan will be posted on Larga's Baffin's website (under "Accessibility"). It will be made available in an accessible format upon request. Any questions, comments or feedback regarding the accessibility Plan can be directed to:

Lynn Kilabuk
President
lynnk@largabaffin.ca

Mike Coutts
General Manager
mikec@largabaffin.ca

Multi-Year Accessibility Plan: 2016-2018

AODA Requirement	Deadline	Action Items	Status
Customer Service Standard			
1. Provide Accessible Customer Service		• Create Customer Service Standard Policy and staff training.	Complete
2. Provide Accessible Emergency Information	Jan. 1, 2012	• Post Evacuation Procedures on the back of all Larga Baffin exits • Provide emergency information in accessible formats when requested	Complete
3. Provide Staff with Disabilities Emergency Information		• Implement an Employee information sheet to collect information for those who require assistance during an emergency.	Complete
1. Cerate Accessibility Policies & a Multi-Year plan	Jan. 1, 2014	• Include a policy that requires all new staff, volunteers etc. to be trained on AODA within the orientation period. Communicate new policies and plans to staff and customers. • Establish and post Multi-Year plan to Larga Baffin Website or notify staff and clients by posting it in a pertinent location.	Complete.
2. Consider accessibility when implementing or designing self-service Kiosks		N/A	N/A
3. Make Websites Accessible		• New website and new content will conform to WCAG 2.0 Level A. • Contact Larga Baffin's web developer firm on complying with requirements. • Content posted after January 2012 will be reviewed and made accessible.	Website Development in Progress.
4. File Compliance Report	December 31, 2014	File through OneSource Login	Complete
Information & Communications Standard			
1. Feedback Process	January 1, 2015	• Surveys, questionnaires and any other documents soliciting accessibility feedback will be made available in accessible formats or with communication supports upon request.	Complete and Ongoing
2. Accessible Communications & Supports	January 1, 2016	• Upon request, provide accessible formats and communication supports in a timely manner and at no additional cost. • Evaluate current formats and reduce barriers where possible.	Complete and Ongoing
Employment Standard			
General Recruitment		• Inform applicants that recruitment and hiring processes will be modified to accommodate	In Progress

Recruitment Assessment or Selection	January 1, 2016	their disabilities, if requested. This will be done though Larga Baffin's Job ads.
		• Offer information needed to perform the work in accessible formats as well as general information that is available to staff, upon request
		• Inform employees of Larga Baffin policies supporting employees with disabilities:
		   o Send out regular emails regarding updated/new policies posted on the Intranet.
		
		Include accessibility information during the orientation process of new employees.
		• **Create accommodation plans for employees with disabilities:**
		   o Draft a policy which outlines how and when accessibility plans will be developed.
		   o Identify employees with disabilities who require accommodation.
		   o Establish, record and review individual plans.
		   o Consider employee(s) accessibility needs in regards to performance management, professional development, and job changes to try and make
		• Provide support to employees who were away from work due to a disability
		• Create back to work procedures and practices to help employees who require disability-related accommodations upon their return.	

Notice to Successful Applicants			
Informing Employees of Supports			
Accessible Formats and Communication Supports for Employees			
Documented Individual Accommodation Plans			
Return to Work Process			
Performance Management			
Career Development & Advancement			
Redeployment			

Design of Public Spaces

Make new or re-developed public spaces Accessible	Jan. 1, 2018	TBD	
File Accessibility Report	December 31, 2017	File Report Online	

Accessibility Formats:

Types of accessible formats

- HTML and Microsoft Word
- braille
- accessible audio formats
- large print
- text transcripts of visual and audio information

Types of communication supports

- reading the written information aloud to the person directly
- exchanging hand-written notes (or providing a note taker or communication assistant)
- captioning or audio description
- assistive listening systems
- augmentative and alternative communication methods and strategies (e.g., the use of letter, word or picture boards, and devices that speak out)
- sign language interpretation and intervenor services
- repeating, clarifying or restating information

Tools to make information accessible

Other tools to improve the accessibility of information include:

- **American Sign Language (ASL):** Uses hand shapes, positions, facial expressions and body movements to convey meaning to people who are deaf or hard of hearing.
- **Braille**: Is a tactile system of raised dots representing letters or a combination of letters. It is used by people who are blind or deafblind and is produced using braille transcription software.
- **Captioning:** Uses subtitles to convey the words spoken in a video. They usually appear on the bottom of the screen.
- **Digital Accessible Information Systems (DAISY):** Is an audio format for people who have trouble with print — including limited vision and learning disabilities like dyslexia. DAISY digital talking books are like audiobooks, but include navigation features to help readers skip forward or back through the material.
- **Screen reader software:** Use a speech-synthesizer to read text from a computer screen or convert it to braille. The information must be formatted properly (in a structured electronic file) for the screen reader to recognize it.
- **Structured electronic files**: Includes information about how elements of the document are formatted (e.g., titles, section headings). They can be created using "styles" in most standard word processing programs. Documents created as structured electronic files are easier to convert to accessible formats (including braille, DAISY and web pages) and allow screen readers to navigate the information effectively.