SDA Multi-year Accessibility Plan

SDA has prepared this Multi-year Accessibility Plan to provide a framework for the company's strategy to prevent and remove barriers for individuals with disabilities. The plan addresses the current and future requirements of the Integrated Accessibility Standards Regulation (IASR).

Part I: General Requirements

Initiative and Description	Action	Compliance Date	Status
Establishment of Accessibility Policies • Develop, implement, and maintain policies governing how Eclipse achieves or will achieve accessibility	- Develop a statement of commitment - Establish an integrated accessibility policy	Jan 1, 2014	Complete
Accessibility Plans • Establish, implement, maintain, and document a multi-year accessibility plan, which outlines SDA's strategy to prevent and remove barriers • Post the accessibility plan on the website • Provide the plan in an accessible format upon request • Review and update the accessibility plan at least once every five years	- Develop and post a multi-year accessibility plan that meets the requirements of the Regulation	Jan 1, 2014	Complete
Training • Ensure training is provided on the requirements of the accessibility standards in the Regulation and on the Human Rights Code as it pertains to persons with disabilities • Provide the training under this section appropriate to the duties of the pertaining persons as soon as practicable • Keep a record of the training under this section including dates and numbers of participants	- Develop a training strategy and a record keeping process - Implement training program	Jan 1, 2015	Complete

Part II: Information and Communications Standard

Initiative and Description	Action	Compliance Date	Status
Feedback • Upon request, ensure that the processes for receiving and responding to feedback are available to persons with disabilities in accessible formats or with appropriate communication supports	- Survey any established feedback processes - Plan accessible formats for existing feedback processes	Jan 1, 2015	Complete
Accessible Formats and Communication Supports • Upon request, arrange for the provision of accessible formats and communication supports for persons with disabilities. a) in a timely manner and taking into account the person's accessibility needs b) at a cost that is no more than the regular cost charged to other persons • Consult with the person making the request in determining the suitability of an accessible format or communication support • Notify the public about the availability of accessible formats and communication supports	-Assess and review the current accessible formats - Develop a process for responding to requests for accessibility formats and communication supports	Jan 1, 2016	Complete
Accessible Websites and Web Content • Make new SDA internet websites and their web content conform with the WCAG 2.0 - Level A, with exceptions as explained in the Regulation • Make all SDA internet websites and their web content conform with the WCAG 2.0 - Level AA , with exceptions as explained in the Regulation	- Implement requirements to conform with WCAG 2.0 – Level A - Assess requirements to conform with WCAG 2.0 – Level AA	Jan 1, 2014 Jan 1, 2021	Complete Complete

Part III: Employment Standard

Initiative and Description	Action	Compliance Date	Status
Recruitment General • Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment processes **Recruitment, Assessment or Selection Process** • 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 • Consult with the applicant and, upon request, arrange for the provision of a suitable accommodation **Notice to Successful Applicants** • Notify the successful applicant of SDA's policies for accommodating employees with disabilities	- Include a statement on all job postings stating that accommodations are available for persons with disabilities - Inform selected applicants of the availability of accommodations upon request - Include a notice, on the written employment offer, giving information about the accommodation policy	Jan 1, 2016	Complete
Informing Employees of Supports • Inform employees of policies used to support employees with disabilities and provide updated information on accommodation policies when changes occur • Provide this information to new employees as soon as practicable after hiring	- Include the accommodation policy during new hire orientation and training	Jan 1, 2016	Complete
Accessible Formats and Communication Supports for Employees • Consult with the employee with a disability when arranging for and determining the suitability of accessible formats and communication supports that have been requested when. a) information is needed in order to perform the employee's job	- Arrange consultation with the employee with a disability to discuss the accessible format required to do their job effectively	Jan 1, 2016	Complete

b) information is generally available to employees in the workplace			

Workplace Emergency Response Information
 	
• Provide individualized workplace emergency response information to employees who have a disability as soon as practicable after SDA is aware of the need for accommodation
 	
• Provide the individualized workplace emergency response information to the person designated to assist the employee with the employee's consent
 	
• Review the individualized workplace emergency response information;
    a) when the employee moves to a different location in the organization
    b) when the employee's accommodation needs are reviewed
    c) when SDA reviews its general emergency response policies
	- Develop a process for documenting the Individualized Emergency Response Information	Jan 1, 2012	Complete

Documented Individual Accommodation Plans • Develop and have in place a written process for individual accommodation plans for employees with disabilities and include the documentation elements as outlined in the Regulation	- Prepare an Individual Accommodation Plan template incorporating the eight elements outlined in the Regulation	Jan 1, 2016	Complete
Return to Work Process • Develop, have in place and document a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work	- Review current policies and update	Jan 1, 2016	Complete
Performance Management, Career Development and Advancement, Redeployment • Take into account the accessibility needs and individual accommodation plans of employees with disabilities	- Review current policies and update	Jan 1, 2016	Complete

when using performance management, career development or redeployment processes			