

## Integrated Accessibility Standards Plan

Timeline	Act Section and Description	Action	Responsibility	Status
<b>Part I: General</b>				
2012	Section 3: Accessibility Policies	Policies and Procedures were created, developed and implemented to achieved goals in accordance with legislation. Annual reviews during the month of January are performed	Board Members Executive Director MNLCT Management Team	In compliance
	Section 4: Multi-Year Accessibility Plans	The plan must be posted on the MNLCT's website	Executive Director Health and Safety (H&S) Committee MNLCT Managers	In compliance
	Section 7: Training	MNLCT Staff, Volunteers and Placements are trained on the AODA Standards and the Human Rights Code in regards to people with disabilities.	Human Resources MNLCT Managers	In compliance and ongoing
<b>Part II: Information and Communication Standards</b>				
2012	Section 11: Feedback	MNLCT encourages, collects and responds to feedback from clients and employees. Comments are welcomed in any format that suits the client and/or employee. Comments are welcome in person, in writing, online, by telephone, TTY, suggestion box or any other means accessible to the individual.	Executive Director MNLCT Managers Health and Safety Committee	In compliance
2012	Section 12: Accessible Formats and Communication Standard	The MNLCT will provide accessible formats and communication support at no cost to any person upon request. MNLCT will work with the individual to ensure the alternate format is accurate and meets their individual needs	Management Team Centralized Intake Committee Communications Team IT Team	In compliance and ongoing
2022	Section 14: Accessible Websites and Web Content	The Centre will ensure that the web content meets the WCAG 2.0 Level AA requirements	Communications Team IT team	In compliance
<b>Part III: Employment Standards</b>				
2021	Section 22-23: Recruitment, Assessment and Selection Process	Staff and job candidates will be notified about the availability of accommodations for applicants with disabilities. MNLCT will inform shortlisted applicants about accommodations that are available upon request for assessments and materials used.	Human Resources MNLCT Managers	In compliance
2021	Section 24: Notice to Successful Applicants	Successful candidates will be informed of the Centre's policies for accommodating employees with disabilities when making the offer of employment.	Human Resources MNLCT Managers	In compliance
2015	Section 25: Informing Employees of Supports	All new and existing employees will be provided with accommodation. Information and guidance will be given to all employees regarding policies, supports and legislation as applicable.	Human Resources MNLCT Managers	In compliance
2015	Section 26: Accessible Formats and Communication Supports for Employees	Information required by an employee to perform their job will generally be made available to staff in a suitable format should the employee request accommodation.	Human Resources MNLCT Managers	In compliance

2015	Section 27: Workplace Emergency Response Information	When MNLCT has been made aware of an employee's need for accommodation, MNLCT will provide individualized emergency response information to the employee	Human Resources MNLCT Managers	In compliance and ongoing
2015	Section 28: Documented Individual Accommodation Plans	The MNLCT will implement the documentation for individual accommodation	Human Resources MNLCT Managers	In compliance
2015	Section 29: Return to Work Process	The MNLCT will develop and implement a return to work process for employees who have been absent from work because of disability and require workplace accommodation to return to work	Human Resources MNLCT Managers	In compliance
2021	Section 30: Performance Management	Accommodation is provided according to employees' needs and current disabilities	Human Resources MNLCT Managers	In compliance
2022	Section 31: Career Development and Advancement	The needs of the employee will be considered and MNLCT will offer individualized accommodation to support the employee in career development and advancement	Human Resources MNLCT Managers	In progress 2022
2021	Section 32: Redeployment	MNLCT will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans when redeploying employees.	Human Resources MNLCT Managers	In compliance