



Accessibility for Ontarians with Disabilities Act  
Integrated Accessibility Standards – Multi Year Plan

Part I – General Requirements

Section	Initiative	Requirement	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Developed and implemented policy.	Completed	January 1, 2014
4	Accessibility Plans	4.(1) Large organizations shall, <ul style="list-style-type: none"> <li>a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;</li> <li>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</li> <li>c) review and update the accessibility plan at least once every five years.</li> </ul>	<p>Completed an accessibility plan by determining barriers that exist at Tawse Winery.</p> <p>Posted plan and policy on website. The plan will be available in accessible format, upon request.</p> <p>Human Resources will review the plan every five years.</p>	Completed	January 1, 2014
7	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, <ul style="list-style-type: none"> <li>(a) all employees, and volunteers;</li> <li>(b) all persons who participate in developing the</li> </ul>	All existing employees completed training and new employees are required to complete training within 30 days of their start date.	Completed	January 1, 2015

organization's policies; and  
(c) all other persons who provide goods, services or facilities on behalf of the organization.

Part II - Information and Communications Standards

Section	Initiative	Requirement	Action	Status	Compliance Date
13	Emergency Procedures, Plans or Public Safety Information	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	Tawse Winery does not make this information available to the public however we have established internal procedures for emergency related information.	Not applicable	January 1, 2012
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Tawse Winery has confirmed that our website meets the accessibility requirements (Level A) identified in this act.  Tawse Winery will continuously review WCAG guidelines to keep informed of any changes and updates.	Completed	January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A. January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than, • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).
11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communication supports, upon request.	The person making the accommodation request will be consulted prior to arranging any accessible formats and communications support and will meet the criteria as outlined in this section.	Completed	January 1, 2015
12	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request 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	The person making the accommodation request will be consulted prior to arranging any accessible formats and communications support and Tawse Winery will meet the criteria as outlined in this section.	Completed	January 1, 2016

	accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.			
	12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	The person making the accommodation request will be consulted prior to arranging any accessible formats and communications support and Tawse Winery will meet the criteria as outlined in this section.		January 1, 2016
	12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	The availability of accessible formats and communication supports is included in a variety of public places, including but not limited to the company's website, job postings, etc.		January 1, 2016

Part III - Employment Standard

Section	Initiative	Requirement	Action	Status	Compliance Date
27	Workplace Emergency Response Information	27.(1) Every employer shall provide 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.	Company emergency procedures and plans are available in accessible formats upon request. Human Resources and the employee's Manager will work with the employee that requires assistance and create a plan based on the type of accommodation required during a workplace emergency.	Completed	January 1, 2012
		(2) If an employee who receives individualized workplace emergency response information requires 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 to the employee.	Tawse Winery's Joint Health and Safety Committee, Health and Safety Coordinator, Management team and Human Resources may have access to this information at any given time for the purpose of assisting the employee.	Completed	January 1, 2012
		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Tawse Winery has committed to providing this information to the employee as soon as possible.	Completed	January 1, 2012
		(4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization;	Tawse Winery is committed to reviewing the individualized workplace emergency response information as outlined in this section. Tawse Winery has in place processes to identify when these	Completed	January 1, 2012

		(b) when the employee's overall accommodation needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	situations occur.		
22	Recruitment - General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	All recruitment processes make candidates and employees aware that accommodations are available as outlined in this section (i.e. through job postings).	Completed	January 1, 2016
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall 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. (2) If a selected applicant requests an accommodation, the employer shall 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.	All recruitment processes make candidates and employees aware that accommodations are available as outlined in this section at the beginning of the interview process.  The person making the accommodation request will be consulted prior to arranging any accommodations and will take into account the person's accessibility needs.	Completed	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	All recruitment processes make candidates and employees aware that accommodations are available as outlined in this section (i.e. at employment offer).	Completed	January 1, 2016
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its 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 disability.	Employees are informed through training that job accommodations are available if and when needed due to disability.	Completed	January 1, 2016
		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Employees will be provided with this information within the first week of their start date.	Completed	January 1, 2016
		25. 3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Employees will be provided with updates whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Completed	January 1, 2016
26	Accessible Formats & Communication	26.(1) In addition to its obligations under section 12, where an employee with a disability so requests it, every	The person making the accommodation request will be consulted prior to arranging any accommodations	Completed	January 1, 2016

	Supports for Employees	<p>employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,</p> <p>(a) information that is needed in order to perform the employee's job; and</p> <p>(b) information that is generally available to employees in the workplace.</p>	as outlined in this section.		
		26.(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.		Completed	January 1, 2016
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	<p>An individual accommodation plan template and process has been established for employees with disabilities. The process requires detailed information regarding the limitations and the accommodation required.</p> <p>The process for the development of documented individual accommodation plans includes the criteria as outlined in this section.</p>	Completed	January 1, 2016
		<p>28.(2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <p>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</p> <p>2. The means by which the employee is assessed on an individual basis.</p> <p>3. 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.</p> <p>4. 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</p>	<p>An individual accommodation plan template and process has been established for employees with disabilities. The process requires detailed information regarding the limitations and the accommodation required.</p> <p>The process for the development of documented individual accommodation plans includes the criteria as outlined in this section.</p>	Completed	January 1, 2016

		<p>the development of the accommodation plan.</p> <p>5. The steps taken to protect the privacy of the employee's personal.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall develop and 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</p> <p>(b) shall document the process.</p>	<p>A return to work process will be developed on an individual basis.</p> <p>The return to work process will include the criteria outlined in this section.</p>	Completed	January 1, 2016
		<p>29.(2) The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p>			
		<p>29.(3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>			
30	Performance Management	<p>30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of</p>	<p>The company's performance management processes takes into consideration the employee's accessibility needs and individual accommodation plans when using performance management processes in respect of employees with disabilities.</p>	Completed	January 1, 2016

		employees with disabilities.			
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Any programs related to career development and advancement at Tawse Winery take into account the accessibility needs of the employee with the disability as well as any individual accommodation plans when providing career development and advancement to its employees.	Completed	January 1, 2016
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Not applicable	Completed	January 1, 2016