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Multi-Year Accessibility Plan

Intent

This 2016 to 2021 accessibility plan outlines the policies and actions that Natus will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the [Integrated Accessibility Standards, Ontario Regulation 191/11](#).


Statement of Commitment

Natus believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)* and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

Plan


General Requirements			
Accessibility Requirement:	Establishment of accessibility policies	Compliance Deadline:	Jan 1/14
Current Barriers:	•		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Established an AODA team to understand requirements of the ISAR • Creation of AODA team responsible for the creation of Accessibility Plan • AODA committee to meet ongoing until compliance deadlines have all been met • AODA committee review and present policies to Sr. HR Director 		
Potential Future Barriers:	•		
Responsible Authority:		Results:	In progress

CONFIDENTIAL	<u>Ensure this document is the latest revision prior to use.</u>	Change Order: DCO-17287
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Accessibility Requirement:	Training on IASR and the Human Rights Code	Compliance Deadline:	Jan 1/15
Current Barriers:	•		
Plan to Meet Requirements:	• Training will be mandatory and available online		
Potential Future Barriers:	•		
Responsible Authority:	HR	Results:	In progress
Information and Communications Standard			
Accessibility Requirement:	Feedback Process	Compliance Deadline:	Jan 1/15
Current Barriers:	•		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • AODA team to engage all groups who provide surveys (marketing HR) to make them aware of ISAR requirement and process for requests for accessible formats – ow to escalate • Determine all current feedback mechanisms (Surveys etc.). • Review and update current process • As needed, update current process for requesting accessible formats 		
Potential Future Barriers:	•		
Responsible Authority:		Results:	In progress
Accessibility Requirement:	Accessible formats and communication supports	Compliance Deadline:	Jan 1/16
Current Barriers:	•		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • IT and Marketing to review accessible formats and communication, technology supports currently available at Natus • Review current process for requesting accessible formats and communication supports 		

	<ul style="list-style-type: none"> As needed, update current process for requesting accessible formats – including alternative method of feedback if what is in place or is available doesn't meet the needs of the individual. Develop communication strategy for educating people on the availability of and process for requesting accessible formats and communication supports 		
Potential Future Barriers:	•		
Responsible Authority:	Results: In progress		
Accessibility Requirement:	Emergency procedures, plans or public safety information	Compliance Deadline:	Jan 1/12
Current Barriers:	•		
Plan to Meet Requirements:	<ul style="list-style-type: none"> AODA committee to develop procedure and plans AODA committee review and present policies to Sr. HR Director 		
Potential Future Barriers:	•		
Responsible Authority:	Results:		
Accessibility Requirement:	Accessible websites and web content	Compliance Deadline:	Jan 1/21
Current Barriers:	•		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Conduct an assessment current web functionality to ensure compliance and adequate accessibility features Ensure Technology and content Owners are aware of ISAR requirements existing web content effective January 2012 All internet websites and web content must conform with WCAG 2.0 level AA 		
Potential Future Barriers:	•		


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Responsible Authority:		Results:	In progress
Employment Standard			
Accessibility Requirement:	Recruitment, assessment and selection processes	Compliance Deadline:	Jan 1/16
Current Barriers:	<ul style="list-style-type: none"> • 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Review all mechanisms for posting position • Incorporate language on postings and career websites to make applicants (internal/external) aware that in accordance with AODA accommodation is available • Incorporate language in all notifications to applicants for interview (email, letter, phone), that in accordance with AODA, accommodation is available upon request • Encourage and provide more diversity-related training to Talent Attraction on how to engage in conversation to solicit and handle accommodation requests, in accordance with AODA (how to ask for accommodation – develop scripts) • Educate Talent Attraction on inclusive selection strategies developed by Ontario human Rights Commission and on how to implement and request support for accommodation related request • Review of recruitment process (tests, assessment, rooms) to ensure barriers may be removed or accessible features provided, upon request in accordance with AODA 		
Potential Future Barriers:	<ul style="list-style-type: none"> • 		
Responsible Authority:		Results:	In progress
Accessibility Requirement:	Informing employees of supports	Compliance Deadline:	Jan 1/16
Current Barriers:	<ul style="list-style-type: none"> • 		

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Plan to Meet Requirements:	<ul style="list-style-type: none"> • Develop change and communication strategy to educate and advise Natus employees on Natus’s accessibility policies, plan and process • Accessibility policies and processes to be incorporated in onboarding process for Ontario • Develop process and strategy to communicate any policy changes by email and posting on HR website 		
Potential Future Barriers:	•		
Responsible Authority:		Results:	In Progress
Accessibility Requirement:	Accessible formats and communication supports for employees	Compliance Deadline:	Jan 1/16
Current Barriers:	•		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Educate employees and managers on the availability of accessible format and communication supports; in accordance with AODA • Educate employees and managers on process for requesting accessible formats and communication supports • Review current ergonomic assessment process to identify gaps and implement improvements as necessary • Develop a process for consulting with employees to determine accommodation needs (education manager to have conversations and escalate • Develop a process for advising employee of solution 		
Potential Future Barriers:	•		
Responsible Authority:		Results:	In progress
Accessibility Requirement:	Workplace emergency response information	Compliance Deadline:	Jan 1/12

Current Barriers:	<ul style="list-style-type: none"> • 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Established a process to provide people in Ontario who request, or for whom Natus is aware of the need for accommodation due to the employee's disability, to receive individualized workplace emergency response information • Create Individualized Workplace Emergency Response Information includes a mechanism to obtain consent from the employee to share the information with those designated to provide assistance in the event of an emergency • Upon request, the local office manager will work with the individual who requires accommodation, to provide Individual Workplace Emergency Response Information as soon as possible. 		
Potential Future Barriers:	<ul style="list-style-type: none"> • 		
Responsible Authority:		Results:	In progress
Accessibility Requirement:	Documented individual accommodation plans	Compliance Deadline:	Jan 1/16
Current Barriers:	<ul style="list-style-type: none"> • 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Review of current accommodation processes and practices • Develop and operationalize a standard process for the development of individualized accommodation plans. • Education people and managers on the accessibility policies and processes and procedures for requesting individual plans • Develop change and communication plan to support awareness of process for, and availability of, individual accommodation plans in accordance with AODA 		
Potential Future Barriers:	<ul style="list-style-type: none"> • 		

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Responsible Authority:		Results:	In progress
Accessibility Requirement:	Return to work process		Compliance Deadline: Jan 1/16
Current Barriers:	<ul style="list-style-type: none"> • 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Liaise with our third party provider to conduct a review of the current return to work process • Update and document return to work process based on gaps and compliance requirements 		
Potential Future Barriers:	<ul style="list-style-type: none"> • 		
Responsible Authority:		Results:	In progress
Accessibility Requirement:	Performance management process		Compliance Deadline: Jan 1/17
Current Barriers:	<ul style="list-style-type: none"> • 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Assess current performance review processes to ensure accessibility features are incorporated (i.e. forms accessible, conversations in plain test). • Ensure updated/new performance management processes to be rolled out incorporate accessibility features • Ensure training or communications to performance managers provides awareness on effective communication strategies, timing to allow for employees to review and understand feedback prior to meeting and reasonable accommodation 		
Potential Future Barriers:	<ul style="list-style-type: none"> • 		
Responsible Authority:		Results:	In progress
Accessibility Requirement:	Career development and advancement		Compliance Deadline: Jan 1/17
Current Barriers:	<ul style="list-style-type: none"> • 		

Plan to Meet Requirements:	<ul style="list-style-type: none"> Review of current training and professional development materials to determine accessibility features Ensure all future developed training and materials are developed with accessibility features in mind Ensure promotion criteria, practices and processes take into account individual accommodation needs and plans in accordance with AODA Track career progression of individuals with disabilities 		
Potential Future Barriers:	<ul style="list-style-type: none"> 		
Responsible Authority:		Results:	In progress
Accessibility Requirement:	Redeployment		Compliance Deadline: Jan 1/17
Current Barriers:	<ul style="list-style-type: none"> 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Review and update of current transfer and redeployment practices and processes to ensure accommodation plans are referenced Educate hiring managers to ensure redeployment efforts/activities take into account the employee's accommodation needs 		
Potential Future Barriers:	<ul style="list-style-type: none"> 		
Responsible Authority:		Results:	Commence FY14

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Review and Update

This document was created on September 25, 2016 and must be reviewed and updated every five (5) years.

1.0 REVISION HISTORY

Rev. No.	Author	Change Order	Revision Description
01	Cristil Pellizzari	DCO-17287	AODA – Multi-Year Accessibility Plan

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