

MADD CANADA

ACCESSIBILITY POLICY AND MULTI-YEAR PLAN

INTEGRATED ACCESSIBILITY STANDARDS

Statement of Commitment

MADD Canada (the “Company”) is committed to meeting the accessibility needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. In that regard, the Company has established an accessibility policy and a multi-year accessibility plan to meet its obligations under Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the *Accessibility for Ontarians with Disabilities Act, 2005*. Likewise, the Company shall meet the accessibility requirements of any applicable legislation in jurisdictions other than Ontario in which the Company operates.

The Company’s vision for accessibility is that people with disabilities, visible or invisible, are given the same opportunity as others to obtain and benefit from services offered by the Company. The Company’s goal is to make reasonable efforts to provide services in such a way that the key principles of independence, dignity, integration and equality of opportunity for persons with disabilities are respected.

Application

This policy applies to all employees, volunteers and agents of the Company who interact with the Company’s current and prospective directors, board members, members, employees, volunteers, agents, suppliers, and any other people accessing the Company’s services. This policy is available to the public and will be provided in an accessible format upon request.

Multi-Year Accessibility Plan

The Company’s Multi-Year Accessibility Plan outlines the Company’s strategies for preventing and removing barriers and meeting its requirements under the Regulation. The Company will post the plan on its website and will provide it in an accessible format upon request. The plan will be reviewed and updated at least once every five years.

Training

The Company will ensure that training is provided as required by the Regulation to all directors, members, board members, employees, and volunteers, all persons who provide goods, services or facilities on the Company’s behalf, and all persons who participate in developing the Company’s policies, on the requirements of the accessibility standards referred to in the Regulation and on the *Human Rights Code* as it pertains to persons with disabilities. Training will be provided as soon as practicable. If any changes are made to this policy or the requirements, training will be provided to include those changes. The Company shall maintain a record of the dates when training was

provided and the number of individuals to whom it was provided. The Company shall ensure that others that provide goods, services or facilities on behalf of the organization have had training.

Information and Communications Standards

Feedback Processes

The Company will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports upon request. The Company will notify the public about the availability of accessible formats and communication supports.

Accessible Formats and Communication Supports

The Company will, upon request, provide or arrange for accessible formats and communication supports for persons with disabilities in accordance with the Regulation as follows:

- i. In a timely manner that takes into account the person's accessibility needs due to a disability;
- ii. At a cost that is no more than the regular cost charged to other persons;
- iii. In consultation with the person making the request to determine suitability of an accessible format or communication support.

The Company will notify the public about the availability of accessible formats and communication supports.

Unconvertible Information or Communications

If the Company determines that information or communications are unconvertible, the Company will provide the person requesting the information or communication with,

- (a) an explanation as to why the information or communications are unconvertible; and
- (b) a summary of the unconvertible information or communications.

Information or communications are unconvertible if,

- (a) it is not technically feasible to convert the information or communications; or
- (b) the technology to convert the information or communications is not readily available.

Emergency Information

If the Company prepares emergency procedures, plans or public safety information and makes the information available to the public, the Company shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Website Accessibility

Where practicable and where the Company controls the websites and web content directly or through a contractual relationship, the Company will make any new internet website, and web content on those sites conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA. By January 1, 2021 all internet website and web content backdated to 2012 will conform with WCAG 2.0 Level AA.

Employment Standards

The Company will comply with the requirements of the Employment Standards in the Regulation. The Employment Standards apply in respect of employees, and not volunteers or other non-paid individuals.

Recruitment

The Company will notify employees and the public about the availability of accommodations for applicants and employees in its recruitment processes.

During the recruitment process, when job applicants are individually selected to participate in an assessment or selection process they will be notified that accommodations are available upon request. If a selected applicant requests accommodation, the Company will consult with the applicant and provide or arrange for a suitable accommodation, taking into account the individual's needs.

The Company will notify successful applicants of its policies for accommodating employees with disabilities, when making offers of employment to a successful applicant.

Employee Notification

The Company shall inform its employees of its policies used to support 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 a disability. Such information will be provided as follows:

- i. To new employees as soon as practicable after they begin their employment;
- ii. To existing 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 a disability.

Accessible Formats and Communication Supports

Upon request by an employee with a disability, the Company will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- i. Information that is needed in order to perform the employee's job; and
- ii. Information that is generally available to employees in the workplace.

The Company will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Individual Accommodation Plans (IAP)

The Company has developed a written process for developing a documented individual accommodation plan for employees with a disability. The process includes the following elements:

1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
2. The means by which the employee is assessed on an individual basis.
3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved.
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 the development of the accommodation plan.
5. The steps taken to protect the privacy of the employee's personal information.
6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

If requested, individual accommodation plans will include any information regarding accessible formats and communication supports provided, and if required, will include individualized workplace emergency response information. They will also identify any other accommodation to be provided.

Return to Work

The Company has in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. The process is documented and outlines the steps that the Company will take to facilitate the return to work. Individual accommodation plans will be used in the return to work process as appropriate.

Performance Management, Career Development and Advancement and Redeployment

Performance management processes related to assessing and improving employee performance, productivity and effectiveness will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

The Company will 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. Career development and advancement includes providing additional responsibilities within an employee's current position, the movement of an employee from one job to another which may provide greater responsibility, compensation and/or place the employee at a higher level in the organization, or any combination of these.

If the Company has the need to reassign employees to other departments or jobs within the organization as a result of job elimination, the Company will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

Workplace Emergency Response Information

The Company 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. If the employee who receives individual workplace emergency response information requires assistance and with the employee's consent, the Company shall provide the workplace emergency information to the person designated by the Company to provide assistance to the employee.

This will be done as soon as practicable after becoming aware of the need for accommodation due to the employee's disability.

The Company will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations needs or plans are reviewed and when the Company reviews its general emergency response policies.

Design of Public Spaces

The Company will meet the Accessibility Standards for the Design of Public Spaces when building or redeveloping public spaces. Public spaces include, but are not limited to, outdoor public eating areas, outdoor paths of travel, accessible off-street parking and service-related elements such as counters and waiting areas.

If the Company has accessible elements in public spaces, it will develop procedures for preventative and emergency maintenance of those accessible elements, as required by the Regulation. The Company will also develop procedures for dealing with temporary disruptions of accessible elements as required by the Regulation, should the Company ever have accessible elements in the future.

Questions

If anyone has questions about the Company's accessibility policy and/or multi-year accessibility plan, or requires this information in an accessible format, please contact the Chief Operating Officer ("COO") and/or Chief Executive Officer.

MADD CANADA

ACCESSIBILITY PLAN DETAILS

The Company has taken and will continue to take the following steps to comply with the Customer Service Standards:

1. The Company has developed and implemented a policy governing its provision of goods, services and facilities to persons with disabilities, in accordance with the Customer Service Standards.
2. The Company has incorporated its policies with respect to service animals and support persons into its policy referenced in paragraph 1 above. Service animals are permitted on the parts of our premises that are open to the public, unless excluded by law. The Company may require a person with a disability to be accompanied by a support person, but only if, after consulting with the person with a disability and considering the available evidence, the Company determines that the support person is necessary to protect the health and safety of the person with the disability or of others on the premises, and there is no other reasonable way to protect the health or safety of the person with the disability or others on the premises.
3. The Company has incorporated its procedures for providing notices of temporary disruptions into the policy referenced in paragraph 1 above. The Company will provide public notice through its website and on the main entrance of the National Office and any satellite offices, in the event of a planned or unexpected disruption to services for or facilities used by persons with disabilities. Where possible, the Company will attempt to contact any customers with scheduled appointments via telephone or email. This notice will include all relevant details.
4. The Company has provided the required training to its employees, volunteers, individuals who participate in the development of its policies, and all persons who provide goods, services and/or facilities on the Company's behalf, and will continue to provide such training in accordance with the Customer Service Standards. The training will be provided often as is necessary, but at least annually.
5. The Company has developed a feedback process and has incorporated its practices in respect of its feedback process into the policy referenced in paragraph 1 above. The feedback process is outlined in the Accessibility

Standards for Customer Service and is available through the Company's website, at the main office and upon request.

6. All copies of the Company's documentation required by the Customer Service Standards will be provided in an accessible format or with communication support, upon request.

Training will be provided often as is necessary, but at least annually.

Feedback regarding the way the Company provides services to persons with disabilities and feedback about the feedback process itself can be made through the website, by telephone, through email, or by other means as required.

Feedback by telephone, mail or through email should be directed to the Chief Executive Officer and any complaints received will be addressed as follows:

Where possible, concerns will be addressed immediately by the Chief Executive Officer or the person that has been designated by the Chief Executive Officer to address the concern. Customers can expect to hear back from the Company within three (3) business days from receipt of message, however, some concerns may require more time and consideration. Customers will be provided with details on the resolution of the concern or, in more complex cases, on the steps being taken by the Company to resolve the concern. In more complex cases, customers will be informed of the resolution as soon as possible once it has been achieved.

Information regarding the Company's feedback process can be found on the Company's website, at the main office and is available upon request.

The Company will provide or arrange for accessible formats or communication supports to ensure the feedback process is accessible to persons with disabilities, upon request.

The chart below sets out the additional standards that the Company has met and will continue to maintain, as well as the Company's strategies for meeting the requirements of the Integrated Accessibility Standards on an ongoing basis.

Activity	Department Responsible/Action Plan
POLICIES & PROCEDURES	
Create Policies with Statement of Organizational Commitment in written form.	The Legal Director will create policies outlining the Company's commitment in written form.
Make available to the Public.	Legal Director and COO will take steps to ensure that all relevant policies and procedures are made available to the public.
ACCESSIBILITY PLAN - MULTI YEAR	
Develop Accessibility Plan.	The Legal Director in consultation with the COO will develop an accessibility plan and update it as necessary.
Post to website.	The Legal Director and COO will ensure that the Accessibility Plan is posted to the Company's website.
Review every 5 years.	The Legal Director, in consultation with the COO, will review the Accessibility Plan every 5 years.
Provide in alternative format upon request.	The Legal Director and/or COO will provide the Accessibility Plan in an alternative format upon request.
TRAINING	
All employees & volunteers, policy developers, those providing goods or services on behalf of the organization will be trained regarding the Integrated	The Legal Director and COO will ensure that training is provided.

Activity	Department Responsible/Action Plan
Accessibility Standards Regulation and <i>Human Rights Code</i> .	
Develop training content.	The Legal Director and COO will ensure that training is provided often as is necessary, but at least annually.
Create training schedule.	The Legal Director and COO will create a training schedule.
Retain record of attendance at training on each date.	The Legal Director and COO will ensure that a record of attendance is created whenever training is undertaken.
INFORMATION & COMMUNICATIONS	
If the Company prepares emergency procedures, plans or public safety information and makes the information available to the public, the Company will provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	The Legal Director and COO will ensure that the information will be provided in an accessible format or with appropriate communication supports upon request.
<p>The Company will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and with communication supports upon request. A review of feedback processes and accessibility will be completed.</p> <p>The Company will notify the public about the availability of accessible formats and communication supports.</p>	The Legal Director and COO will ensure that that the processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and with communication supports upon request and that a review of the processes and accessibility will be completed if required.

Activity	Department Responsible/Action Plan
	The Legal Director and COO will notify the public about the availability of accessible formats and communication supports.
The Company will provide accessible formats and communication supports upon request in respect of information that is publicly available, in a timely manner at a cost that is no more than the regular cost charged to other persons.	The Legal Director and COO will provide accessible formats and communication supports upon request in respect of information that is publicly available, in a timely manner at a cost that is no more than the regular cost charged to other persons.
New websites and content will comply with WCAG 2.0 Level A.	The Legal Director and COO will ensure the websites comply with WCAG 2.0 Level A.
All internet websites and web content will comply with WCAG 2.0 Level AA by 2021	The Legal Director and COO will ensure that all websites and web content comply with WCAG 2.0 Level AA by 2021.
EMPLOYMENT	
Workplace Emergency Response information for staff who need it.	The Legal Director and COO will provide Workplace Emergency Response information to staff who need it.
Recruitment - notify employees and public regarding availability of accommodation.	The Legal Director and COO will ensure that employees and the public are notified about the availability of accommodation.

Activity	Department Responsible/Action Plan
Notify selected applicants of availability of accommodations upon request for assessments or selection processes.	The Legal Director and COO will notify selected applicants of the availability of accommodations upon request.
Notify successful applicants of policies for accommodating employees with disabilities.	The Legal Director and COO will notify successful applicants of policies for accommodating employees with disabilities.
Inform employees of policies regarding job accommodations.	The Legal Director and COO will ensure that employees are informed of policies regarding job accommodations.
Providing accessible formats and communication supports to employees for information needed to perform their job or that is generally available at work	The Legal Director and COO will provide accessible formats and communication supports to employees for information needed to perform their job or that is generally available at work.
Have documented Individual Accommodation Plan process in place.	The Legal Director and COO will ensure that a documented Individual Accommodation Plan process is in place.
Create a return to work process containing all elements required by the Regulation.	The Legal Director and COO will create a return to work process.
Performance management will take into account an employee's accessibility needs.	The Legal Director and COO will ensure that performance management will take into account an employee's accessibility needs.
Career development and advancement process will take into account accessibility needs.	The Legal Director and COO will ensure that the career development and advancement process will take into account accessibility needs.

Activity	Department Responsible/Action Plan
Redeployment processes, if any, will take into account accessibility needs.	The Legal Director and COO will ensure that the redeployment process, if any, will take into account accessibility needs.
DESIGN OF PUBLIC SPACES	
Meet the standards for the design of public spaces when building or redeveloping public spaces	The Legal Director and COO will ensure that the standards for the design of public spaces are met when building or redeveloping public spaces.
Procedures for preventative and emergency maintenance of accessible elements and procedures for dealing with temporary disruptions of accessible elements	The Company does not have accessible elements beyond elevator access to the office. Should the Company have accessible elements, as defined in the Regulation, in the future, the Legal Director and COO will assess the accessible elements to determine the most appropriate maintenance and preventative procedures, as well as the most appropriate procedures for addressing temporary disruptions.
ACCESSIBILITY REPORTS	
File Accessibility Compliance Reports every three years	Accessibility reports will be certified and submitted by a senior officer of the Company with authority to bind the Company.