AODA MULTI-YEAR ACCESSIBILITY PLAN

TF Warren has prepared this Multi-Year Accessibility Plan (“Plan”) in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act and Ontario Regulation 191/11 Integrated Accessibility Standards (“ISAR”). The Plan sets out TFWG’s strategy for preventing and removing accessibility barriers and meeting the requirements of the ISAR over the next several years.

TF Warren, inclusive of all our divisions based in Ontario, is committed to meeting the accessibility needs of its stakeholders in a timely manner, and reviewing and updating the Plan at least once every five years. This document is available in alternate formats upon request. Please contact us at info@tfwarren.com.

| **YEAR** | **INTEGRATED ACCESSIBILITY STANDARD** | **ACTION PLAN** | **RESPONSIBILITY** | **STATUS** | | |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | IN PROGRESS | ONGOING | COMPLETE |
| 2014 | General Requirements | Develop accessibility policies outlining how TFWG will implement legislation to its customers as well as to its employees. Available to the public. | Human Resources |  |  |  |
| 2014 | General Requirements | Create Statement of Commitment and make it available to the public. | Human Resources, Management |  |  |  |
| 2014 | General Requirements | Create a Multi-Year Accessibility Plan  and post online. | Human Resources |  |  |  |
| 2014 | Information & Communication Standard | Websites that go through a new look and feel to their site or major changes to content (after Jan 1, 2012) must be compliant with WCAG 2.0A | Marketing |  |  |  |
| 2015 | General Requirements | Provide training on the requirements of the IASR and on disability-related obligations under Ontario Human Rights legislation to following individuals: employees, volunteers, others who may be acting on TFWG’s behalf, anyone involved in developing TFWG Canadian policies. Keep a record of those trained. | Human Resources |  |  |  |
| 2015 | Information & Communication Standard | When asked, TFWG must be able to receive and respond to feedback from customers, employees and the public who have a disability. | Human Resources |  |  |  |
| 2015 | Information & Communication Standard | Make information accessible to the public and provide information in accessible format when requested. Let the public know this information. | Human Resources |  |  |  |
| 2016 | Employment Standard | Revise protocols to inform applicants that TFWG accommodates disabilities during recruitment and selection process. | Human Resources |  |  |  |
| 2016 | Employment Standard | Tell staff about policies supporting employees with disabilities. | Human Resources |  |  |  |
| 2016 | Employment Standard | When an employee with a disability asks for it, work with them to make workplace information accessible. | Human Resources, Management |  |  |  |
| 2016 | Employment Standard | Develop plans to assist employees with disabilities during an emergency, including ensuring the information is formatted so an employee with a disability can understand it. | Human Resources, Health & Safety |  |  |  |
| 2016 | Employment Standard | Develop accommodation plans for employees with disabilities. | Human Resources, Health & Safety |  |  |  |
| 2016 | Employment Standard | Outline the steps you will take to help your employees return to work when they have been absent because of a disability and need some form of disability-related accommodation to return to work. | Human Resources, Health & Safety |  |  |  |
| 2016 | Employment Standard | Account for accessibility needs of employees with disabilities and individual accommodation plans when using TFWG’s performance management processes, considering career development and advancement opportunities of employees with disabilities. | Human Resources,  Management |  |  |  |
| 2019 | General Requirements | Review Multi-Year accessibility plan and Statement of Commitment. | Human Resources,  Management |  |  |  |
| 2021 | Information & Communication Standard | All websites and its content to meet WCAG 2.0 Level AA by 2021 except for exclusions set out in the IASR. | Marketing |  |  |  |