General Standard					
AODA Standard / Regulation	**Description**	**Actions**	**Compliance Date**	**Status**	**Responsibility**
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 3:** Establishment of accessibility policies	• Organizations must develop accessibility policies governing how they achieve or will achieve accessibility through meeting the requirements referred to in the Integrated Accessibility Standards Act (IASR). • Organizations shall develop a statement of commitment to meeting the needs of persons with disabilities in a timely manner. • The accessibility policies must be made publicly available and provided in an accessible format upon request.	1. KHCAS to develop and/or integrate into existing policies how it will meet the requirements of the Integrated Accessibility Standards. 2. KHCAS will develop a statement of organizational commitment to persons with disabilities 3. KHCAS will ensure that the policies and statement of organizational commitment are available publicly and in accessible formats.	January 1, 2014 January 1, 2014 January 1, 2014	Completed Completed Ongoing	Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 4:** Accessibility Plan	Obligated organizations are required to establish, implement and maintain a multi-year accessibility plan which outlines its strategy to prevent and remove barriers to person with disabilities and meet the IASR. a. The plan must be posted on KHCAS's website b. The plan must be provided in an accessible format upon request c. The plan must be reviewed and updated at least once every five years d. The plan must be developed in consultation with the organization's Accessibility committee (if there is one) e. Prepare an annual status report	1. KHCAS will establish an AODA Committee 2. KHCAS will establish a multi-year accessibility plan to address the requirements to be met between 2014 and 2019 3. In collaboration with the AODA Committee, KHCAS will develop an Annual Status Report on the multi-year accessibility plan	January 1, 2014 January 1, 2014 December 31, 2014	Completed Completed Ongoing	Human Resources Human Resources Human Resources / AODA Committee

General Standard					
AODA Standard / Regulation	**Description**	**Actions**	**Compliance Date**	**Status**	**Responsibility**
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 7:** Training	Provide training on the Integrated Accessibility Standards and the Human Rights Code as it relates to persons with disabilities to employees, those who develop policies and service providers.	1. KHCAS will design and deliver training on the Integrated Accessibility Standards Regulations and the Human Rights Code. 2. KHCAS will record completion to ensure Agency wide compliance.	January 1, 2015 January 1, 2015	Ongoing Ongoing	Human Resources / AODA Committee Human Resources / AODA Committee
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 11:** Feedback Process	Organizations must ensure that the existing feedback processes, which identify barriers to persons with disabilities, are accessible.	1. KHCAS will review all existing feedback processes and identify methods of increasing accessibility and communicate that alternate formats of the feedback processes will be provided upon request.	January 1, 2015	Ongoing	Human Resources / AODA Committee

Information and Communication Standard

AODA Standard / Regulation	Description	Actions	Compliance Date	Status	Responsibility
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 12:** Accessible Formats and Communication Supports	Obligated organizations must provide or arrange for accessible formats and communication supports when a request is made. The alternate formats must be provided: • In a timely manner that takes into account the person's accessibility needs. • At the same cost that is charged to other individuals. • In consultation with the person making the request. Notify the public about the availability of accessible formats and communication supports.	1. KHCAS will inform employees, volunteers and service providers that accessible formats and communication supports must be provided when a request is made. 2. KHCAS will provide accessible format and communication supports upon request. 3. KHCAS will notify the public about the availability of accessible formats and communication supports.	January 1, 2016 January 1, 2016 January 1, 2016	Ongoing Ongoing Ongoing	Human Resources / AODA Committee Human Resources / AODA Committee Human Resources / AODA Committee
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 14:** Accessible Websites and Content	Organizations will ensure that all new websites and web content conform to the Web Content Accessibility Guidelines 2.0 Level A by January 1, 2014	1. KHCAS will review KHCAS websites to determine compliance status and develop a compliance plan.	January 1, 2016	Ongoing	I.T.

Employment Standard					
AODA Standard / Regulation	**Description**	**Actions**	**Compliance Date**	**Status**	**Responsibility**
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 22:** Recruitment General	Organizations must notify potential job applicants that accommodations will be provided during the recruitment process.	1. KHCAS will review and revise its employment web page, job postings and email correspondence to applicants to include a statement indicating that accommodations will be provided upon request. 2. KHCAS will review and revise its policy related to recruitment to ensure compliance with the IASR.	January 1, 2016 January 1, 2016	Completed Completed	Human Resources Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 23:** Recruitment, Assessment and Selection Process	Organizations must notify the applicants that are selected for interviews that accommodations are provided upon request. Organizations must provide suitable accommodations upon request.	1. KHCAS will ensure that correspondences to selected candidates outline that KHCAS will provide accommodations when a request is made. 2. KHCAS will review and revise its policy related to recruitment to ensure compliance with the IASR	January 1, 2016 January 1, 2016	Ongoing Completed	Human Resources Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 24:** Notice to Successful Applicants	Organizations must notify successful applicants of their accommodation policies.	1. KHCAS will update its employment letter for new employees to include information on KHCAS accommodation polices. 2. KHCAS will review and revise its policy related to recruitment to ensure compliance with the IASR.	January 1, 2016 January 1, 2016	In progress Ongoing	Human Resources Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 25:** Informing Employees of Supports	Organizations must inform employees of their policies for supporting employees with disabilities. Provide information to new employees. Provide updated information on accommodation policies to current employees.	1. KHCAS will review and revise its Workplace Accommodation Policy to inform employees of the supports available for those who require accommodations to perform their job and will communicate to all employees any revisions made to the Policy. 2. KHCAS will update its employment letter for new employees to inform them of Agency's Policy.	January 1, 2016 January 1, 2016	Ongoing In progress	Human Resources Human Resources

Employment Standard					
AODA Standard / Regulation	**Description**	**Actions**	**Compliance Date**	**Status**	**Responsibility**
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 26:** Accessible Format and Communication Supports for Employees	Organizations must provide accessible formats and communication supports for job or workplace information: • Alternate formats and supports shall be provided upon request; • Consultation must occur with the employee.	1. KHCAS will inform employees that accessible formats and communication supports will be provided upon request.	January 1, 2016	Completed	Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 28:** Documented Individual Accommodation Plan	Organizations must develop a written process for documented individual accommodation plans that includes the following elements: 1. How the employee can participate 2. How the employee will be assessed 3. How the employer can request accommodation to be achieved 4. How the employee can request participation of union representative 5. How the employee's personal information will remain private 6. How and how often the plan will be reviewed and updated 7. How reasons for a denied accommodation request will be communicated 8. How the plan will be provided to the employee	1. KHCAS will review and update its Workplace Accommodation Policy and Process to ensure compliance with the IASR. 2. KHCAS will review and update its current accommodation template document to ensure compliance with the IASR.	January 1, 2016 January 1, 2016	Ongoing Ongoing	Human Resources Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 29:** Return to Work Processes	Organizations are required to develop a documented return-to-work process	1. KHCAS will develop and implement a return-to-work policy that is compliant with the IASR.	January 1, 2016	Ongoing	Human Resources

Employment Standard					
AODA Standard / Regulation	**Description**	**Actions**	**Compliance Date**	**Status**	**Responsibility**
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 30:** Return to Work Processes	Organizations must include accessibility considerations in their performance management processes.	1. KHCAS will review its existing performance management processes and revise as necessary to incorporate AODA requirements.	January 1, 2016	Ongoing	Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 31:** Career Development	Organizations are required to include accessibility considerations in career development and advancement processes.	1. In the development of processes related to career development and career advancement processes, KHCAS will incorporate AODA requirements.	January 1, 2016	Ongoing	Human Resources
Integrated Accessibility Standards Ontario Regulation 191/11 **Section 32:** Return to Work Processes	Organizations are required to include accessibility considerations in the redeployment process.	1. In the development of processes related to redeployment, KHCAS will incorporate AODA requirements.	January 1, 2016	Ongoing	Human Resources

Built Environment					
AODA Standard / Regulation	**Description**	**Actions**	**Compliance Date**	**Status**	**Responsibility**
Integrated Accessibility Standards Ontario Regulation 191/11 **Part IV.1**	Obligated organizations are required to include accessibility considerations in the development or re-design of public spaces including: • Outdoor eating areas • Outdoor play spaces • Exterior paths of travel • Accessible parking • Service counters • Maintenance	1. KHCAS will review its current systems related to the built environment and review policy and practices to take into consideration AODA requirements	January 1, 2017	Completed	Property