



AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

Intent

This accessibility plan outlines the policies and actions that Tom Jones Corporation 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

Tom Jones Corporation 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
Action Taken:	Tom Jones Corporation has developed an accessibility policy which includes the company's statement of commitment. This document has been emailed to all staff and posted on the Tom Jones Corporation website.
Compliance Status:	Complete
Accessibility Requirement:	Training on IASR and the Human Rights Code
Action Taken:	Tom Jones Corporation provides training for all current and new employees regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Tom Jones Corporation maintains records on the training provided, when it was provided and the number of employees that were trained.

Compliance Status:	Complete
Information and Communications Standard	
Accessibility Requirement:	Feedback Process
Action Taken:	Tom Jones Corporation welcomes feedback on the accessibility of the company. A feedback form will be available on the Tom Jones Corporation website. Feedback can also be provided via alternate methods such as by phone, letter, email or in person.
Compliance Status:	Complete
Accessibility Requirement: Accessible Formats and Communication Supports	
Action Taken:	Tom Jones Corporation shall notify customers that the documents related to the customer service standards are available upon request and in a format that takes into account the customer's disability. Notification will be given by posting the information in a conspicuous place owned and operated by Tom Jones Corporation, the website of Tom Jones Corporation, and any other reasonable method.
Compliance Status:	Complete
Accessibility Requirement: Emergency Procedures, Plans or Public Safety Information	
Action Taken:	Where required, Tom Jones Corporation will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace and will be created in consultation with the employee.
Compliance Status:	Complete
Accessibility Requirement: Accessible Website and Web Content	
Action Taken:	Tom Jones Corporation is in the process up updating the company's website to ensure conformity with the Web Content Accessibility Guidelines (WCAG) as outlined in the IASR and will be fully compliant by June 1, 2021.
Compliance Status:	Complete
Employment Standard	
Accessibility Requirement:	Recruitment, Assessment and Selection Processes
Action Taken:	Tom Jones Corporation will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, Tom Jones Corporation will consult with the applicant and provide or arrange for

	<p>suitable accommodation.</p> <p>Successful applicants will be made aware of Tom Jones Corporation's policies and supports for accommodating people with disabilities.</p>
Compliance Status:	Complete
Accessibility Requirement:	Informing Employees of Supports
Action Taken:	<p>Tom Jones Corporation ensures that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.</p>
Compliance Status:	Complete
Accessibility Requirement:	Accessible Formats and Communication Supports for Employees
Action Taken:	<p>If an employee with a disability requests it, Tom Jones Corporation will provide or arrange for the provision of accessible formats and communication supports for the following:</p> <ul style="list-style-type: none"> ! Information needed in order to perform his/her job; and ! Information that is generally available to all employees in the workplace. <p>Tom Jones Corporation will consult with the employee making the request to determine the best way to provide the accessible format or communication support</p>
Compliance Status:	Complete
Accessibility Requirement:	Workplace Emergency Response Information
Action Taken:	<p>Where required, Tom Jones Corporation will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace and will be created in consultation with the employee.</p> <p>This information will be reviewed when:</p> <ul style="list-style-type: none"> ! The employee moves to a different physical location in the organization; ! The employee's overall accommodation needs or plans are reviewed; and/or <p>Tom Jones Corporation reviews general emergency response policies.</p>
Compliance Status:	Complete
Accessibility Requirement:	Documented Individual Accommodation Plans
Action Taken:	Tom Jones Corporation has a written process for the development of

	<p>individual accommodation plan which includes the following:</p> <ul style="list-style-type: none"> ! What accommodation(s) will be provided ! How to make information accessible to the employee, including Accessible formats and communication supports ! Employee emergency information and/or emergency response plan ! When the plan will be reviewed and updated.
Compliance Status:	Complete
Accessibility Requirements:	Return to Work Process
Action Taken:	<p>Tom Jones Corporation will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work.</p> <p>The return to work process will outline the steps Tom Jones Corporation will take to facilitate the employee's return to work and shall use documented individual accommodation plans</p>
Compliance Status:	Complete
Accessibility Requirement:	Performance Management and Career Changes
Action Taken:	<p>Tom Jones Corporation will consider the accessibility needs, including documented individual accommodation plans, of employees with disabilities during the company's performance management process. These will also be considered in the event of redeployment, or when offering career development or advancement opportunities.</p>
Compliance Status:	Complete
Accessibility Requirement:	Redeployment
Action Taken:	<p>The accessibility needs of employees with disabilities will be taken into account in the event of redeployment. Individual accommodation plans will be consulted, as required.</p>
Compliance Status:	Complete