



AODA- Multi-Year Accessibility Plan						
AODA Standard	IASR requirement	Due Date	Plan to Meet Requirements	Anticipated Barriers and Plans for Barrier Removal	Responsibility	Completion Status
<b>IASR General Requirements</b>						
	Create policies and procedures for each standard	Jan. 1, 2014	Boys & Girls Club of London has developed and implemented policies to meet the requirements of the Integrated Accessibility Standards. Boys & Girls Club of London will develop a statement of organizational commitment to persons with disabilities Boys & Girls Club of London will ensure that the policies and statement of organizational commitment are available publicly and in accessible formats.	None	Management	Completed / Ongoing
	Create Multi-Year Accessibility plans	Jan. 1, 2014	All applicable IASR requirements have been reviewed to develop an Accessibility Plan. The Accessibility Plan has been created to include training, procedures and policy development to ensure the identification and removal of barriers. This plan will be amended as required and will be reviewed fully by January 1, 2019 and every five (5) years thereafter.	None	Management	Completed / Ongoing

	Train all staff and volunteers (including Board Members) on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility	Jan. 1, 2015	Boys & Girls Club of London will deliver training on the Integrated Accessibility Standards Regulations and the Human Rights Code. Training for new employees will be delivered via online training modules covering all applicable content as required under the IASR. All new employees & volunteers (including Board Members) will be required to complete the above training as part of their orientation with the company. Certification/record of completed training will be retained in the employee's personal file.	None	Management / H.R.	Completed / Ongoing
	Complete government accessibility report	Dec. 31, 2014	Complete and submit online accessibility report by due date	None	Management / H.R.	Completed
	Update Multi-Year Accessibility Plan	Jan. 1, 2019	All applicable IASR requirements have been reviewed to develop an Accessibility Plan. The Accessibility Plan has been created to include training, procedures and policy development to ensure the identification and removal of barriers. This plan will be amended as required and will be reviewed fully by January 1, 2019 and every five (5) years thereafter.	None	Management	Not Completed
	Complete government accessibility report	Dec. 31, 2017	Complete and submit online accessibility report by due date	None	Management / H.R.	Not Completed
<b>Information &amp; Communications</b>						

	When asked, make your emergency and public safety information accessible to the public	Jan. 1, 2012	<p>Boys &amp; Girls Club of London will inform clients, visitors, employees, volunteers and service providers that accessible formats and communication supports must be provided when a request is made.</p> <p>Boys &amp; Girls Club of London will provide accessible format and communication supports upon request.</p> <p>Boys &amp; Girls Club of London will notify the public about the availability of accessible formats and communication supports. Boys &amp; Girls Club of London has created and made public a statement of commitment. The statement of commitment is located on the company's website and in the reception area of our office.</p>	None	Management / H.R.	Completed
	All new internet websites and web content on those sites must conform with WCAG 2.0 level A	Jan. 1, 2014	<p>To date, Boys &amp; Girls Club of London' public website and its content meet all requirements under the WCAG 2.0 level A.</p> <p>Boys &amp; Girls Club of London is fully aware of WCAG requirements and will ensure all new content and/or any substantial refreshes to the site conform to established guidelines.</p>		Management	Completed
	Make your feedback processes, like surveys or comment cards, accessible when asked	Jan. 1, 2015	<p>Customers may contact the CEO with any feedback; by phone, email, in person or by written mail. Currently Boys &amp; Girls Club of London can facilitate requests via the phone, TTY, email and mail (enlarged text available).</p> <p>A statement explaining this will be included on our website and posted in the reception area.</p>	None	Management	Completed/ Ongoing

	Make information about your organization's goods, services and facilities accessible upon request	Jan. 1, 2016	Boys & Girls Club of London will inform clients, visitors, employees, volunteers and service providers that accessible formats and communication supports must be provided when a request is made. Boys & Girls Club of London has created and made public a statement of commitment. The statement of commitment is located on the company's website and in the reception area of our office. Boys & Girls Club of London will provide accessible format and communication supports upon request.	None	Management	Completed / Ongoing
	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	Jan. 1, 2021	Boys & Girls Club of London will review the website to determine compliance status and develop a compliance plan.		Management	Not Completed
<b><u>Employment</u></b>						
	When necessary, provide individual plans to help employees with disabilities during an emergency, or emergency information that's formatted so an employee with a disability can understand it.	Jan. 1, 2012	On an as-needed basis, organization will work with employee to create an individualized emergency response plan and ensure that any employees involved are fully aware and trained on their role		Management / HR	Completed / Ongoing

	<p>Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities</p>	<p>Jan. 1, 2016</p>	<p>The organization 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. The organization will review and revise its policy related to recruitment to ensure compliance with the IASR. In addition to our statement of commitment to being an equal opportunity employer, all job postings will include a statement informing of reasonable accommodation available during the recruitment and selection process.</p>		<p>Management / HR</p>	<p>Completed / Ongoing</p>
	<p>Notify new hires and staff of policies for accommodating employees with disabilities</p>	<p>Jan. 1, 2016</p>	<p>Boys &amp; Girls Club of London will update its employment letter for new employees to include information on our accommodation policies. The organization will review and revise its policy related to recruitment to ensure compliance with the IASR.</p>			
	<p>Have in place a written process to develop individual accommodation plans for employees with a disability</p>	<p>Jan. 1, 2016</p>	<p>Boys &amp; Girls Club of London will develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities. On an as-needed basis, organization will work with employee to create an individualized accommodation plan that meets employee's needs, and respects their independence and dignity.</p>			<p>Completed / Ongoing (based on employee needs)</p>

	Have a written return to work process in place for employees who have been absent due to a disability	Jan. 1, 2016	The Boys & Girls Club of London will develop and implement a return-to-work policy that is compliant with the IASR. On an as-needed basis, organization will work with employee to create an individualized accommodation plan that meets employee's needs, and respects their independence and dignity.	None	Management / HR	Completed / Ongoing (based on employee needs)
	If your office uses performance management, career development and redeployment processes, take the needs of employees with disabilities into account	Jan. 1, 2016	As part of developing an individual accommodation plan with any employee, Boys & Girls Club of London will go over policies and procedures for career development and advancement to ensure the process is fully accessible to them, making any necessary adjustments and accommodations.	None	HR	Completed / Ongoing (based on employee needs)
<b><u>Design of Public Spaces</u></b>						
	Make new or redeveloped spaces accessible	Jan. 1, 2017	Boys & Girls Club of London will review its current systems related to the built environment and review policy and practices to take into consideration AODA requirements		Management	Not Completed
	Maintain accessible elements of public spaces	Jan. 1, 2017	Boys & Girls Club of London will review its current systems related to the built environment and review policy and practices to take into consideration AODA requirements		Management	Not Completed