

**Metroland Media Group Multi-Year Accessibility Plan**

Updated: June 2021

Deadline: January 1, 2014		
Legislative Requirement	Responsibility	Status
<b>General Requirements</b> <u>Accessibility Policies:</u> Develop accessibility policies outlining how Metroland will implement legislation to its customers as well as to its employees. Available to the public.	Human Resources/AODA Committee	Complete
<b>General Requirements</b> <u>Create Statement of Commitment:</u> Make it available to the public.	Human Resources	Complete
<b>General Requirements</b> <u>Multi-year Accessibility Plan:</u> Create and post online.	AODA Committee/ Accessibility Officer/IT	Complete
<b>Information &amp; Communication Standard</b> <u>Accessible Websites and Web Content:</u> Websites that go through a new look and feel to their site, or update any major changes to content (after Jan 1, 2012), must be compliant with WCAG 2.0 A	Metroland Digital Division	Complete
Deadline: January 1, 2015		
Legislative Requirement	Responsibility	Status
<b>General Requirement</b> <u>Training:</u> Provide training on IASR requirements and the Human Rights Code as it relates to persons with disabilities, employees, volunteers (paid and unpaid), leaders and anyone who provides goods and services on Metroland's behalf. Keep a record of trained recipients.	AODA Committee/ Accessibility Officer	Complete
<b>Information &amp; Communication Standard</b> <u>Make Feedback Accessible:</u> When asked, Metroland must be able to receive and respond to feedback from customers, employees and the public who have a disability.	Accessibility Officer/ Human Resources	Complete

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<b>Information &amp; Communication Standard</b> <u>Accessible Formats &amp; Communication Supports:</u> Make information accessible to the public and provide information in accessible format when requested. Let the public know this information.	AODA Committee/ Human Resources/IT	Complete
<b>Employment Standard</b> <u>Recruitment – Make Hiring Accessible:</u> Revise recruitment protocols to inform applicants that Metroland will accommodate disabilities during the selection process.	AODA Committee/ Human Resources	Complete
<b>Employment Standard</b> <u>Information for employees:</u> Tell staff about policies supporting employees with disabilities:	AODA Committee/ Human Resources	Complete
<b>Employment Standard</b> <u>Making Information Accessible to employees:</u> When an employee with a disability asks for it, work with them to make workplace information accessible.	Human Resources/ Management	Complete
<b>Employment Standard</b> <u>Helping Employees with Disabilities Stay Safe:</u> 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/ Management	Complete
<b>Employment Standard</b> <u>Processes to Accommodate Employees:</u> Develop accommodation plans for employees with disabilities. Accommodation plans are a formal way of recording and reviewing the things needed to accommodate an employee with a disability.	Human Resources	Complete
<b>Employment Standard</b> <u>Help Employees with Disabilities Return to Work:</u> 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/ Management	Complete

