



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

## **Intent**

This 2022-2027 accessibility plan outlines the policies and actions that JFS has or 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**

### **AODA – Statement of Commitment to Accessibility**

Jewish Family Services of Ottawa (JFS) is committed to providing a barrier-free environment for all stakeholders including our clients/customers, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an agency, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

JFS understands that it has a responsibility for ensuring a safe, dignified, and welcoming environment for everyone. JFS is committed to ensuring our agency's compliance by incorporating accessibility legislation into our policies, procedures, equipment requirements, training, and best practices.

We will review these policies and practices annually, as organizational changes occur, or in anticipation of compliance deadlines. In addition, we will strive to meet the needs of individuals with disabilities in a timely and effective manner.

Providing an accessible and barrier-free environment is a shared effort, and as an organization, JFS is committed to working with the necessary parties to make accessibility for all a reality.

For more detailed information on our accessibility policies, plans, and training programs, please contact Human Resources [hr@jfsottawa.com](mailto:hr@jfsottawa.com).

## Multi-Year Accessibility Plan

General Requirements			
Accessibility Requirement:	Establishment of accessibility policies	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	Write and publish accessibility policies		
Potential Future Barriers:	Ongoing updates, as required		
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Training on IASR and the <i>Human Rights Code</i>	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	Establish and conduct training to all employees		
Potential Future Barriers:	Ongoing updates and training of new employees as required		
Responsible Authority:		Results:	Completed

Information and Communications Standard			
Accessibility Requirement:	Accessible formats and communication support	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	Ensure JFS provides or arranges for the provision of accessible formats and communication supports, when requested.		
Potential Future Barriers:	Dollars to fund the cost of revamping the website		
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Accessible websites and web content	Compliance Deadline:	Nov 30 22
Current Barriers:	Website has not been rebuilt with any major changes.		
Plan to Meet Requirements:	AODA web accessibility standards are in the forefront.		
Potential Future Barriers:	Ensure new technology and website updates comply.		
Responsible Authority:	IT	Results:	Completed

Employment Standard			
Accessibility Requirement:	Recruitment, assessment, and selection processes	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	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, JFS will consult with the applicant and provide or arrange for suitable accommodation.		
Potential Future Barriers:			
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Informing employees of supports	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	JFS will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Accessible formats and communication support for employees	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	<p>If an employee with a disability request it, JFS will provide or arrange for the provision of accessible formats and communication supports for the following:</p> <ul style="list-style-type: none"> <li>• Information needed in order to perform his/her job; and</li> <li>• Information that is generally available to all employees in the workplace.</li> </ul>		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed

Accessibility Requirement:	Workplace emergency response information	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	Where required, JFS 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.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Documented individual accommodation plans	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	JFS will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Return to work process	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	JFS 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) to return to work.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Performance management process	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	JFS will consider the accessibility needs of employees with disabilities when implementing performance management processes.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed

Accessibility Requirement:	Career development and advancement	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	JFS will consider the accessibility needs of employees with disabilities when offering career development or advancement opportunities.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed
Accessibility Requirement:	Redeployment	Compliance Deadline:	Nov 30 22
Current Barriers:	None		
Plan to Meet Requirements:	JFS will ensure the accessibility needs of employees with disabilities will be considered in the event of redeployment.		
Potential Future Barriers:	Ongoing training for all new employees.		
Responsible Authority:	HR	Results:	Completed