

Multi-Year Accessibility Plan

Action Item	YES	NO	N/A	Notes/Actions
Establishment of Accessibility Policies: <ul style="list-style-type: none"> ● Develop, implement and maintain required accessibility policies ● Statement of commitment ● Make policies available to the public 	YES			<p>Wolfe Heavy Equipment has the following policies implemented in the organization:</p> <ul style="list-style-type: none"> ● Accessibility Policy ● Accessible Customer Service Policy ● Information and Communications Standard Policy ● Employment Standard Policy <p>And a Statement of Commitment - AODA (Accessibility).</p> <p>These policies are available by request to the HR Business Partner. Internally these policies are available via ADP.</p>
Hiring: Ensure job postings are accessible and inform employees and the public of the Employer’s commitment to accommodating the needs of people with disabilities in the hiring process.	YES			<p>Wolfe Heavy Equipment welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. This information is included in all job postings.</p>
Notify job applicants when they are selected for an interview that accommodation will be provided.	YES			<p>Wolfe Heavy Equipment ensures that each candidate is asked if accommodations are required when contacting an applicant about an interview.</p>
Notify successful applicants of the organization’s accommodation policies for accommodating employees with disabilities.	YES			<p>Wolfe Heavy Equipment has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation due to a disability or a medical need that you have not yet informed us about, please contact Lindsay Vokes, HR Business Partner, 705 Wright Street, Strathroy ON, N7G 4L3, 519-246-1030 ext. 297, lvokes@Wolfe Heavy Equipment.com so that arrangements can be made for the appropriate accommodations to be in place before you begin</p>

				your employment.
Inform employees about the organization's policies to support people with disabilities. Inform new employees when they are hired, and inform all employees if the policies are updated or changed.	YES			To distribute this information, Wolfe Heavy Equipment uses the following (or any other method preferred by employees): <ul style="list-style-type: none"> ● Emails ● Websites – ADP, HR Downloads ● Bulletin boards ● Staff meetings ● One-on-one conversations
Providing Accessible Workplace Information: Workplace information must be provided in an accessible format upon employee request.	YES			Wolfe Heavy Equipment will engage in discussions with employees with disabilities to determine their preferred information delivery methods and how information can be made accessible .
Providing Individualized Workplace Emergency Response Information: Emergency information must be made accessible and a plan must be developed to help employees with disabilities during an emergency.	YES			A document is posted in the workplace advising employees with a disability of the availability of individual workplace emergency response plans and who to contact so they may make arrangements to complete the plan. With the employee's consent, this information will be shared with the people designated to help them in an emergency.
Accommodation Plans: You must develop and write a process for creating accommodation plans for employees with disabilities.	YES			Wolfe Heavy Equipment has created a process for creating accommodation plans for employees with disabilities as per our Workplace Accommodation Policy and Process. A document is posted in the workplace advising employees with a disability of the availability of individual accommodation response plans and who to contact so they may make arrangements to complete the plan.

<p>Return-to-Work Process:</p> <p>You must develop and write a process to support employees who have been absent from work due to a disability and require disability-related accommodations to return to work.</p>	<p>YES</p>			<p>Wolfe Heavy Equipment has developed a return to work process for employees who require disability-related accommodations to return to work.</p> <p>Return-to-work plans are documented in the employees file and the supervisor and RTW coordinator are responsible for implementing them.</p>
<p>Submit an Accessibility Compliance Report:</p> <p>Businesses or nonprofits with 20 or more employees are required to submit an accessibility compliance report every three years.</p>				<p>Wolfe Heavy Equipment has designated the HR Business Partner to submit the Accessibility Compliance Report on a yearly basis as per requirements.</p>
<p>Training: Accessibility training which meets AODA requirements must be provided to:</p> <ul style="list-style-type: none"> ● All employees and volunteers (paid and unpaid, full-time, part-time and contract positions) as soon as possible after joining the organization ● Anyone involved in developing your organization's policies ● Anyone who provides goods, services or facilities to clients/customers on your organization's behalf 	<p>YES</p>			<p>Accessibility training will be provided to all employees, volunteers, etc. via an online training tool (HR Downloads). Training records will be recorded through this online training tool. The HR Business Partner is responsible for assigning this training to any new or current employees.</p>