

**Monaghan Mushrooms**  
**Campbellville, ON, Canada**

## **Integrated Accessibility Standards Multi-Year Plan**

### **Policy**

Monaghan Mushrooms will establish, implement and maintain a multi-year accessibility plan, which outlines the organizations' strategy to prevent and remove barriers and meet its requirements.

The multi-year accessibility plan will indicate how Monaghan Mushrooms intends to implement the requirements of the Integrated Regulation within legislated timelines. It will also address the identification, removal and prevention of barriers to people with disabilities in the organization.

Specifically, the multi-year plan will:

- a) Provide a framework for developing cohesive accessibility initiatives which identify, remove and prevent barriers.
- b) Set annual goals for specific improvements to accessibility.
- c) Establish action plans for meeting those goals and initiating accountability at various levels.
- d) Seek input and suggestions from wider organizational community.

### **Purpose**

The purpose of this Statement of Policy and Procedure is to create a workable multi-year accessibility plan that outlines Monaghan Mushrooms strategy to prevent and remove barriers and meet its requirements under the Integrated Regulation. This plan will meet the needs of all customers and employees with disabilities. And provide a mechanism for planning, reviewing and evaluating the implementation of AODA Accessibility Standards.

### **Scope**

This policy applies to all employees at the Monaghan Mushroom site in Campbellville, Ontario.

### **Responsibility**

It is the responsibility of Monaghan Mushrooms to assess current policies, practices and procedures, premises, access to goods and services, and information and communication systems to identify barriers for persons with disabilities.

It is the responsibility of Monaghan Mushrooms to address the identified barriers and develop a five-year plan for the removal and prevention of these barriers.

It is the responsibility of Monaghan Mushrooms to post the plan in a visible place on the premises and on the corporate website.

It is the responsibility of Monaghan Mushrooms to provide all information relating to the plan in alternative formats upon request.

It is the responsibility of Monaghan Mushrooms to review and update the plan at least once every five years.

It is the responsibility of Human Resources to:

- a) Identify and understand structures, laws, rules, policies, programs, practices and services of or applicable to, the organization regarding accessibility and barriers to access that people with disabilities may encounter.
- b) Ensure the organization meets its obligations under the AODA to develop a multi-year accessibility plan and other requirements as required under the law.
- c) Develop and implement an accessibility plan that includes, among other things:  
  
The identification and prioritization of barriers that need to be addressed as per established standards over the next year and subsequent years through consultation with people with disabilities, the community ( if applicable) and employees.  
  
An annual action plan to eliminate barriers as per established standard and priority
- d) Evaluate the progress made toward achieving objectives as per AODA target dates and completion dates
- e) Update the multi-year accessibility plan and make it available to the general public
- f) Act as the organization's ambassador in the elimination of barriers and promotion of accessibility
- g) Communicate all documents (e.g. policies, plans) to members of the organizations staff and ensure they are trained on accessibility issues and the policies and plans required by law.
- h) Prepare and submit the necessary reports and documentation to the organization executives and the government
- i) Examine and monitor progress to ensure the plan is being implemented accordingly and make adjustments at least four times a year.

## **Definitions**

*Disability*, as defined by the AODA and the Ontario Human Rights Code, is:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

## **References and Related Statements of Policy and Procedure**

### **Accessibility for Ontarians with Disabilities Act, 2005**

Integrated Accessibility Standards, Ontario Regulation 191/11

SPP AS 3.02-Multi-year accessibility plans

SPP AS 3.03- Purchasing or acquiring goods, services or facilities

SPP AS 3.04-Self-service kiosks

SPP AS 3.05-Accessibility and human rights training

### **Policies and Plans**

The Customer Service Standard (Ontario Regulation 429/07) was the first standard under the AODA to become law. It ensures that people with disabilities can receive goods and services in a manner that takes into account one's disability.

Requirements include development of a policy, practices, procedures as well as the provision of training for existing and new employees.

Monaghan Mushrooms has submitted compliance reports to the Province in November 2014 indicating we had addressed the requirements of the Regulation and were meeting the compliance obligation. We will continue to ensure compliance with the Customer Service Standard.

Monaghan Mushrooms has developed feedback processes to respond to inquiries and suggestions received by phone, email, mail, in person. This has been communicated to internal and external stakeholders.

## Monaghan Mushrooms Multi-Year Accessibility Plan 2014-2025

The Human Resources Department reviewed the requirements of the IASR. An IASR Statement of Commitment was drafted to address how Monaghan Mushrooms achieves or will achieve accessibility through meeting the IASR's requirements. The Multi Year Accessibility Plan outlines a strategy to prevent and remove the identified barriers and address the current and future requirements of the AODA.

Action	Responsibility	IASR compliance date	Status	Target Date/ Notes
<b>General Policies/Standards</b>				
<p><b>Accessibility Policies</b></p> <ul style="list-style-type: none"> <li>▪ Develop and implement Integrated Accessibility Standards Policy</li> <li>▪ Make the Policy publicly available and provide in an accessible format, upon request</li> <li>▪ Review &amp; update as required</li> </ul>	Human Resources Department	Jan 1, 2014	Completed & Ongoing	
<p><b>Create a Multi-Year Accessibility Plan</b></p> <ul style="list-style-type: none"> <li>▪ A Multi Year Accessibility Plan was developed</li> <li>▪ Post multi-year accessibility plan on website and provide in an accessible format, upon request</li> <li>▪ Review and update the plan at least once every five years</li> </ul>	Human Resources Department	Jan 1, 2014	Completed & ongoing	
<p><b>Procurement or acquisition of goods, services or facilities</b></p> <ul style="list-style-type: none"> <li>▪ Assess current purchasing/ procurement policies, practices and procedures already in place</li> <li>▪ Use accessibility criteria and features when procuring or acquiring goods, services or facilities except where it is not practical to do so</li> <li>▪ Upon request, provide an explanation when it is not practical to do so</li> </ul>	Finance Department		Completed & Ongoing	

<p><b>Training</b></p> <ul style="list-style-type: none"> <li>▪ Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, <ul style="list-style-type: none"> <li>(a) all employees</li> <li>(b) all persons who participate in developing the organization's policies</li> <li>(c) all other persons who provide goods, services or facilities on behalf of the organization.</li> </ul> </li> </ul>	Human Resources Department	Jan 1, 2015	Completed & Ongoing	
<p><b>Communication and Information Standards</b></p>				
<p><b>Feedback</b></p> <ul style="list-style-type: none"> <li>▪ Provide, upon request, accessible formats and communication supports for receiving and responding to feedback from persons with disabilities regarding Monaghan Mushrooms information and communication systems and/or documents</li> </ul>	Human Resources Department	Jan 1, 2015	Completed & Ongoing	
<p><b>Accessible Communication Formats</b></p> <ul style="list-style-type: none"> <li>▪ Upon request, to the extent practicable, provide for provision of accessible formats and communication supports for persons with disabilities.</li> <li>▪ Consult with person making the request to determine suitability of accessible format or communication support.</li> <li>▪ Put a statement on the website that we shall, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities at a cost no more than regular cost charged to other persons.</li> </ul>	Human Resources Department	Jan 1, 2016	Completed & Ongoing	
<p><b>Accessible Websites and Web Content</b></p> <p>Monaghan Mushrooms Campbellville</p>	IT Department	Beginning Jan 1, 2014 & ongoing	Completed Ongoing	

<p>Site Websites and web content published after 2012 will to conform to WCAG 2.0 Level A initially and increasing to WCAG 2.0 Level AA by Jan 1, 2021 to the extent practicable other than criteria 1.2.4 (captions) and 1.2.5 (pre-recorded audio descriptions).</p> <p>* Note – All WCAG2.0 requirements only apply to websites, web content and web based applications that an organization can control either directly or through a contractual relationship and where meeting the requirements are technically feasible.</p>				
<p><b>Employment Standards</b></p>				
<p><b>Workplace Emergency Response System</b></p> <ul style="list-style-type: none"> <li>▪ Monaghan Mushrooms will provide individualized workplace emergency response information to employees who have disclosed a disability</li> </ul>	<p>Human Resources Department and the Joint Occupational Health and Safety Committee</p>	<p>Jan 1, 2012 and ongoing</p>	<p>Completed &amp; Ongoing</p>	
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>▪ Review existing recruitment, onboarding and return to work policies and processes to identify accessibility barriers in employment</li> <li>▪ On Monaghan Mushrooms external and internal recruitment channels specify that accommodation is available for job applicants with disabilities</li> </ul> <p>Inform Candidates about the availability of accommodations:</p> <ul style="list-style-type: none"> <li>• When called for an interview</li> <li>• During the selection process</li> <li>• At the time of job offer</li> <li>• At orientation</li> </ul>	<p>Human Resources Department</p>	<p>Jan 1, 2016</p>	<p>Completed &amp; ongoing</p>	
<p><b>Support information for employees</b></p> <ul style="list-style-type: none"> <li>▪ Inform employees of policies and supports for employees with disabilities as soon as practicable after new employees begin employment</li> <li>▪ Update information provided to employees as policies change</li> </ul>	<p>Human Resources Department</p>	<p>Jan 1, 2016</p>	<p>Completed &amp; ongoing</p>	

<p><b>Accessible formats and communication</b></p> <ul style="list-style-type: none"> <li>▪ Upon request by an employee with a disability provide accessible formats and communication supports for information in the workplace in consultation with the employee making the request.</li> </ul>	Human Resources Department	Jan 1, 2016	Completed & Ongoing	Review current process keeping individual accommodation plan in mind.
<p><b>Documented individualized plans</b></p> <ul style="list-style-type: none"> <li>▪ Develop and implement a return to work process for employees absent due to disabilities who require accommodation to return to work</li> </ul>	Human Resources Department	Jan 1, 2016	Completed & Ongoing	
<p><b>Performance Assessment/Career Development//Redeployment</b></p> <ul style="list-style-type: none"> <li>▪ Monaghan Mushrooms will take into account the accessibility needs and accommodation plans of employees with disabilities for performance management, career development and redeployment</li> </ul>	Human Resources Department	Jan 1, 2016	Completed & Ongoing	Review current process keeping individual accommodation plan in mind.

## Feedback

Monaghan Mushrooms welcomes feedback on its AODA policies and plans. Please feel free to contact the Human Resources department on any questions or concerns regarding this policy at:

**Zahid Rahman or Tetyana Shyshova**

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