

Reena Group AODA Multi-Year Plan

Initiative	Requirements	Actions Completed
Establishment of Accessibility Policies	Develop, implement, and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards.	Established policies were reviewed and updated in January 2024.
Accessibility Plans	Review established accessibility plan periodically and post the plan on the company website.	Multi-year accessibility plan was reviewed and updated in January 2024. Multi-year accessibility plan will be posted on the company website February 2024
Training	Ensure that employee 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.	Existing AODA training module content was reviewed in January 2024 and retraining will be executed in February 2024 New employees will get training during <i>Day One</i> training.
Feedback	Ensure there is a feedback process for persons with disabilities and provide accessible formats and communication supports, upon request.	Accessibility policy, employee feedback and customer feedback processes and forms were reviewed and updated January 2024.
Accessible Formats & Communication Supports	Provide or arrange for the provision of accessible formats and communication supports for persons with disabilities.	Accessibility policy and processes reviewed and updated January 2024 and are still in place to ensure ongoing accessible formats and communication supports are available for both employees and customers with disabilities when requested.
Emergency Procedures, Plans and Public Safety Info	Provide emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports, as soon as practical, upon request. Provide individualized workplace emergency response information to employees who have a disability, when accommodation is requested.	Existing emergency procedures and plans are available on request.
Accessible Websites & Web Content	Make internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines WCAG WAI 2.0 Level AA by Jan 1, 2021.	Websites to be updated by end of Q1 2024.

Initiative	Requirements	Actions Completed
Recruitment, Assessment & Selection	<p>Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process.</p> <p>Notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request.</p> <p>When making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.</p>	<p>AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy was reviewed and updated January 2024 and will also be available on the website in February 2024.</p>
Workplace Emergency Response Information	<p>Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.</p>	<p>Workplace emergency response information and plans are available on request.</p>
Employee Accommodation	<p>Create a written process for the development of documented individual accommodation plans for employees with disabilities, including employees returning to work after an absence from work.</p> <p>Inform employees of company policy used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.</p>	<p>Reviewed accommodation process and to ensure ongoing accommodation is available when needed.</p>
Building Requirements	<p>All new building structures must comply with AODA legislation.</p>	<p>New building plans are not in our current five-year plan, but requirements will be considered if and when that occurs.</p>