

Multi-Year Accessibility Plan

I. Introduction and Statement of Commitment

This Multi-Year Accessibility Plan applies to the McLean & Dickey Ltd. group of Companies. (“McLean & Dickey”)

McLean & Dickey is committed to meeting its obligations under the Accessibility for Ontarians with Disabilities Act (the “AODA” or the “Act”). Building on McLean & Dickey’s Accessibility Policy, McLean & Dickey Ltd. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. McLean & Dickey Ltd. is committed to meeting the accessibility needs of persons with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility.

As part of McLean & Dickey’s commitment to meeting its obligations under the Act, McLean & Dickey has developed a multi-year plan which outlines McLean & Dickey Ltd.’s strategy to prevent and remove barriers and meet its requirements under the AODA.

McLean & Dickey’s Multi-Year Accessibility Plan is reviewed annually and updated by McLean & Dickey regularly as required at least once every five (5) years.

II. Establishment of Accessibility Policies and Plans

- McLean & Dickey has developed, implemented, and maintained a corporate policy governing how the organization will achieve accessibility.
- McLean & Dickey has established, implemented, and maintained a Multi-Year Accessibility Plan.
- McLean & Dickey includes within its Multi-Year Accessibility Plan a statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner.
- McLean & Dickey has a Corporate Policy and Multi-Year Accessibility Plan available to the public on the McLean & Dickey Ltd.’s website and available in accessible formats upon request.

III. Training

- McLean & Dickey provides training on the requirements of the AODA and on disability-related obligations under Ontario Human Rights legislation, as well as similar legislative provisions across the country, to employees and any others who may be acting on McLean & Dickey's behalf in dealing with the public.
- McLean & Dickey maintains records of the dates when training is completed and the individuals who completed the training.

IV. Information and Communications Standards

A. Accessible Websites and Web Content

- McLean & Dickey ensures its internet websites, and its content conforms with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A and with WCAG 2.0 Level AA, except for exclusions set out in the IASR.

B. Feedback, Accessible Formats and Communication Supports

- McLean & Dickey has a statement on its website about the availability of accessible formats and communication supports and, upon request, provides or arranges for the provision of accessible formats in a timely manner.
- McLean & Dickey Ltd. ensures that the processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

V. Employment Standards

A. Recruitment

- McLean & Dickey, on its website, and on its job postings, specify that accommodations are available for applicants with disabilities.
- McLean & Dickey informs applicants selected to participate in an assessment or selection process that accommodations are available during the recruitment process, upon request, in relation to materials and processes to be used.

- McLean & Dickey, upon request, consults with the applicant and arranges for suitable accommodation.
- McLean & Dickey notifies the successful applicant, when making offers of employment, of its policies for accommodating associates with disabilities.

B. Informing Employees of Supports

- McLean & Dickey informs employees and new hires (as soon as practical) of McLean & Dickey's policies to support employees with disabilities and keeps employees up to date on changes to these policies.
- McLean & Dickey, upon request from an employee with a disability, and further to consultation with the employee, provides for suitable accessible formats and communication supports for: information needed by the employee to perform their job, and information that is generally available to employees.

C. Documented Individual Accommodation Plans / Return to Work Process

- McLean & Dickey develops a written process for the development of individual accommodation plans.
- Develops and documents a return-to-work process for employees who have been absent due to a disability; the process outlines the steps McLean & Dickey will take to facilitate the employee's return to work and use the employee's individual accommodation plan as part of that process.

D. Performance Management, Career Development and Redeployment

- McLean & Dickey takes into account the accessibility needs of employees with disabilities and individual accommodation plans when utilizing McLean & Dickey's performance management processes, considering career development and advancement opportunities and redeployment of its associates with disabilities.