

# Accessibility Policy & Multi-year Plan

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## Statement of Commitment

The United Food and Commercial Workers Locals 175 & 633 (Local 175) is committed to providing an accessible, inclusive environment for all members, staff, suppliers and any visitors who may either enter our premises open to the public, access our information or use our services in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by identifying, preventing and removing barriers that impede the ability of persons with disabilities and by meeting our accessibility requirements under Ontario's accessibility laws.

In June 2005, the Ontario government passed the *Accessibility for Ontarians with Disabilities Act* (AODA). The purpose of this enhanced Act is to develop, implement and enforce standards of accessibility for all Ontarians. Local 175's Accessibility Policy is consistent with the AODA, 2005 and the *Accessibility Standards for Customer Service, Ontario Regulation 429/07*.

## Purpose

The purpose of this policy is to outline practices and procedures in place at Local 175 to help identify, prevent and remove barriers that impede a person's ability to access our premises, information or use our services.

## Emergency Information

Local 175 is committed to providing our members and visitors with publicly available emergency information. Such information will be provided in an accessible manner to meet the individual needs. Employees will also be provided with individualized emergency response information when necessary.

## **Training**

Local 175 is committed to providing training to all staff in Ontario's accessibility laws and aspects of the *Ontario Human Rights Code* that relate to persons with disabilities. We will train our employees in accessibility as it relates to their specific roles.

Local 175 will take the following steps to ensure that employees are provided with training needed to meet Ontario's accessibility laws as per the Act and the Regulations.

- All staff will take refresher training on the AODA and relevant sections of the *Human Rights Code*.
- All new employees will receive the required training in a timely fashion after being hired and any refresher training required.

## **Information and Communication**

Local 175 will consult with people with disabilities to determine their information and communication needs. Local 175 will take the necessary steps to make our website and the content of the website to conform with WCAG 2.0 Level A as per the regulations and to conform with WCAG 2.0 Level AA on or before January 01, 2021 as per the regulations.

## **Employment**

Local 175 is committed to fair and accessible employment practices and will perform all undertakings in a manner that is consistent with the collective agreement obligations of Local 175. Local 175 will accommodate the accessibility needs of people with disabilities during the recruitment and assessment process when hiring people. We will take the following steps to notify staff and the public when requested that;

- All jobs posted to the public will indicate that Local 175 is an equal opportunity employer and;
- Additional time will be allowed for interviews for people with disabilities.

For employees that have been absent due to a disability, Local 175 will take the following steps for developing accommodation plans and return to work plans that will address individual accessibility needs.

- Protect the privacy of the employee's personal information during the accommodation and return to work process.
- Negotiate a written accommodation plan, with respective union representation, as well as develop and document individual accessibility requirements, when accommodating employees with disabilities.
- Review individual accessibility requirements with employees with disabilities who are returning to work in consultation with their union representative.

Local 175 will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account in Local 175's performance management, career development and redeployment processes.

- Opportunities will be equally accessible to all staff throughout the mentioned processes
- All training and development programs will be available in a variety of formats and will consider accessibility needs of employees with disabilities.

Local 175 will take the following steps to identify, prevent and remove accessibility barriers.

- Assess all regional and head office to identify barriers on regular basis
- Continue open dialogue with staff to identify accessibility needs.

## **Design of Public Spaces**

Local 175 will meet the *Ontario Building Code Accessibility Standard* and any other relevant legislation when building or making modifications to buildings to include enhancements to accessibility in Local 175's buildings.

- As of January 01, 2015, Local 175's construction and/or renovation plans will be subject to updated accessibility requirements.
- All new project plans will incorporate how accessibility has been integrated into the planning process to consider the needs of people with disabilities to prevent barriers in design.
- Local 175 will focus on removing existing barriers in our buildings to ensure the applicable public spaces are accessible by January 01, 2017

Applicable public spaces include;

- Outdoor paths of travel like sidewalks, ramps, stairs, curb ramps
- Accessible off street parking
- Service related elements such as service counters and waiting areas

Local 175 will put into place the following procedures in the event of disruptions to our accessible parts of public spaces

- We will notify staff, members and visitors of the service disruption and alternatives that are available
- Notices will be issued by email, on our website and/or by posting a notice in a conspicuous place about any disruption affecting access to any of our buildings and public spaces indicating the date, anticipated length and the type of disruption.

## **Accessibility Reports**

Accessibility reports under the *Integrated Accessibility Standard* will be filed every three (3) years as per the Regulation with the next report filed by December 31, 2017.

Local 175 will review this policy and multi-year plan on a regular basis.



Shawn Haggerty

President – Local 175