

Part I					
General Requirements					
Section	Initiative	Description	Action	Status	Regulation Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation.	Integrated Accessibility Standards Policy developed, approved, and posted. Will be reviewed as required.	Complete	January 1, 2014
4	Accessibility Plans	4.(1) Large Organization shall, a) establish implement maintain and document a multi-year accessibility plan which outlines the organization’s strategy to prevent and remove barriers and meet its requirement under this Regulation; b) post the accessibility plan on their website, if any and provide in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	Multi Year Action Plan is completed. Posted on website and intranet.	Complete Will review no less than every five years	January 1, 2014

Section	Initiative	Description	Action	Status	Regulation Compliance Date
6	Self-Serve Kiosk	6.(2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	NPEI does not operate/offer kiosks at this time.	N/A	January 1, 2014
7	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and in the Human Rights Code as it pertains to persons with disabilities to; a) all employees and volunteers; b) all persons who participate in developing the organization’s policies; and c) all other persons who provide goods , services or facilities on behalf of the organization.	Identify how many training levels and sessions are required and complete required training.	Ongoing	January 1, 2015

Part II Information and Communications Standards					
Section	Initiative	Description	Action	Status	Regulation Compliance Date
11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Feedback avenues including web, email, phone, in-person, hard copy etc. are available. If another method is requested we will provide upon request.	Ongoing	January 1, 2015
12	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for person with disabilities, a) in a timely manner that takes into account the person’s disability; and b) at a cost that is no more than the regular cost charged to other persons.	Supports in place to provide communication in the following formats: written, oral, face to face, over the phone, email, assistive reading devices through our website. Will research other possible formats and communication supports. No additional costs will be charged for an alternate format.	Ongoing	January 1, 2016
12	Accessible Formats & Communication Supports	12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Each request received will be consulted with the individual to determine the suitability of the accessible format	Ongoing	January 1, 2016
12	Accessible Formats & Communication Supports	12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports	Identify what accessible formats and communication supports are required to be made available.	Ongoing	January 1, 2016

Section	Initiative	Description	Action	Status	Regulation Compliance Date
13	Emergency Procedures, Plans Public Safety Information	13.(1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.	We do not currently make our emergency plans available to the public.	Complete	January 1, 2012
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Guidelines (WCAG) 2.0 initially at level A and increasing to Level AA and shall do so in accordance with the schedule set out in this section.	Ensure Internet Websites, existing and new, meet requirements by compliance deadlines.	Ongoing The website currently conforms to WCAG 2.0 Level A.	January 1, 2014 <i>New internet websites and web content on those sites must conform with WCAG 2.0 Level A.</i> January 1, 2021 <i>All internet websites and web content must conform with WCAG 2.0 Level AA other than :</i> · <i>Success criteria 1.2.4 Captions (Live)</i> · <i>Success criteria 1.2.5 Audio descriptions (pre-recorded)</i>

Part III Employment Standards					
Section	Initiative	Description	Action	Status	Regulation Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Will identify options of notifying employees and public. For example, adding “we are an equal opportunity employer” in all recruitment communications “only those selected for an interview will be contacted” to all job postings.	Ongoing	January 1, 2016
23	Recruitment Assessment or selection process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used. 23.(2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.	Will develop a recruitment process that meets AODA requirements and train appropriate levels of employees involved in the recruitment process.	Ongoing	January 1, 2016
24	Notice to successful applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Will develop a process and train appropriate level of employees in the job offer process.	Ongoing	January 1, 2016

Section	Initiative	Description	Action	Status	Regulation Compliance Date
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies 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.	Will review and if required will update policies, including the orientation process, and communicate updates to employees.	Ongoing	January 1, 2016
25	Informing Employees of Supports	25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	New employees will receive training during orientation.	Ongoing	January 1, 2016
25	Informing Employees of Supports	25.(3) Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability.	Will review and if required will update policies and communicate updates to employees.	On-going	January 1, 2016
26	Accessible formats and communication supports for employees	26.(1) In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, a) information that is needed in order to perform the employee’s job; b) information that is generally available to employees in the workplace.	Will provide or arrange to provide accessible formats and communication supports to employees who request it.	Ongoing	January 1, 2016

Section	Initiative	Description	Action	Status	Regulation Compliance Date
26	Accessible formats and communication supports for employees	26.(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Will consult with employee to determine a suitable format or communication support	Ongoing	January 1, 2016
27	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee’s disability.	Will develop an individual emergency plan that considers various emergency situations when we are made aware of a disability.	Ongoing	January 1, 2012
27	Workplace Emergency Response Information	27.(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Emergency Response information will be provided to the person designated to provide assistance, with the employee’s consent.	Ongoing	January 1, 2012
27	Workplace Emergency Response Information	27.(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability.	Individual Response Information will be provided in a timely manner, from the time NPEI is made aware of the disability.	Ongoing	January 1, 2012

Section	Initiative	Description	Action	Status	Regulation Compliance Date
27	Workplace Emergency Response Information	<p>27.(4) Every employer shall review the individualized workplace emergency response information,</p> <ul style="list-style-type: none"> a) when the employee moves to a different location in the organization; b) when the employee’s overall accommodations needs or plans are reviewed ; and c) when the employer reviews its general emergency response policies. 	Individual Emergency Plans will be reviewed as noted in 27.4.	Ongoing	January 1, 2012
28	Documented Individual Accommodation Plans	<p>28.(1) Employers, other than employers that are small organization shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.</p> <p>28.(2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ul style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer’s expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved. 	Will review and if required, update policies and communicate updates to employees.	Ongoing	January 1, 2016

Section	Initiative	Description	Action	Status	Regulation Compliance Date
28	Documented Individual Accommodation Plans	<p>28.(2) cont'd</p> <p>4. The manner in which the employee can request the participation of a representative from the bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</p> <p>5. The steps taken to protect the privacy of the employee's personal information.</p> <p>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into the account the employee's accessibility needs due to disability.</p>	Will review and if required, update policies and communicate updates to employees.	Ongoing	January 1, 2016

Section	Initiative	Description	Action	Status	Regulation Compliance Date
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is small organization,</p> <ul style="list-style-type: none"> a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and b) shall document the process. <p>29.(2) The return to work process shall,</p> <ul style="list-style-type: none"> a) outline the steps the employer will take to facilitate the return to work of employees who were absent because of their disability required them to be away from work; and b) use documented individual accommodation plans, as described in section 28, as part of the process. <p>29.(3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	<p>Will review and if required, update policies and communicate updates to employees.</p> <p>Will review and if required, update policies and communicate updates to employees.</p>	Ongoing	January 1, 2016

Section	Initiative	Description	Action	Status	Regulation Compliance Date
30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect to employees with disabilities.	Will assess performance management processes and related documents for accessibility purposes.	Ongoing	January 1, 2016
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Will assess its career development and advancement processes and related documents for accessibility purposes.		January 1, 2016
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Will review and update related policies and processes.	Ongoing	January 1, 2016