

**OTTAWA-CARLETON LIFESKILLS (OCL)
ACCESSIBILITY PLAN and COMPLIANCE with the
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) 2005**

SUPPORTING POLICY STATEMENT and PROCEDURE # 1

SUBJECT: STATEMENT OF COMMITMENT

Under the AODA, Ontario Regulation 191/11, the Integrated Accessibility Standards Regulation, (IASR) came into force on July 1, 2011. The regulation establishes accessibility standards for information and communications, employment, and transportation. OCL is included in the regulation's definition of an "obligated large organization" and must comply with the phased-in requirements of the regulation beginning January 1, 2014. OCL is committed to reaching full accessibility by 2025 as required by law.

Note: The transportation standard only applies to transportation organizations, so does not apply to OCL.

OCL recognizes the history of discrimination against persons with disabilities in Ontario and the fundamental importance of developing, implementing and enforcing standards in a timely manner in order to achieve accessibility for Ontarians with disabilities.

The commitments in this policy statement are intended to ensure that accessibility remains a priority for OCL in ensuring that its decision making processes improve accessibility and do not inadvertently create barriers.

This policy applies to OCL:

- Employees
- Volunteers, students
- Applicants for employment who may require accommodation due to a disability through the recruitment, assessment, selection, and hiring process as well as during employment
- Visitors, customers
- Contractors and subcontractors
- Any other third party providing goods, services or facilities on OCL's behalf

OCL is committed to:

- a) The principles of independence, dignity, integration, and equality of opportunity for all as described in the AODA and to meeting the needs of people with disabilities in a timely manner at a cost no greater than would be applied to persons without a disability.
- b) Excellence in serving persons with disabilities in a manner that takes into account the person's disability including but not limited to providing accessible formats and communication supports, assistive devices, accommodation for service animals and support persons, etc.
- c) Promoting values that support relationships between people with disabilities and OCL.
- d) Working towards being compliant with all the standards under the AODA as they are introduced and become law.

- e) Upon request, this Supporting Policy Statement and Procedure is available in accessible formats and communication supports.

PROCEDURE

- a) OCL will establish, implement, maintain, and document a multi-year Accessibility Plan, which outlines OCL's strategy to prevent and remove potential barriers to accessibility for persons with disabilities.
- b) OCL will establish, implement, maintain, and document policies and procedures as well as associated practices and protocols that apply to all areas specified in the IASR.
- c) Accessibility training on the requirements under IASR and the Human Rights Code as it pertains to persons with disabilities will be provided to all employees, students, volunteers, and any other person acting on the behalf of OCL. Specific training will be provided to those participating in the development and approval of related policies, procedures and practices.
- d) All employees, students, volunteers and others associated with OCL and its services and supports are responsible for adhering to and following all related policies and procedures and practices.
- e) OCL will assess its accessibility policy, procedures and practices on a regular or as required basis for improvements in its premises and facilities as required by law, as well as to the services offered to employees, volunteers and members of the general public.
- f) Accessibility criteria and features will be taken into consideration when procuring or acquiring goods, services or facilities; or when designing, procuring or acquiring self-service kiosks, if applicable.