



DEVRY SMITH FRANK *LLP*
Lawyers & Mediators

INTEGRATED ACCESSIBILITY STANDARDS POLICY
Accessibility for Ontarians with Disabilities Act, 2005 ("AODA")
Integrated Accessibility Standards Ontario Regulation 191/11 ("IASR")

GENERAL STANDARDS

1. Establishment of Accessibility Policies and Plans

- (a) DSF will develop, implement and maintain policies and a multi-year accessibility plan with respect to achieving accessibility. The relevant documents can be found on DSF's website and in the main reception area, and shall be provided in an accessible format upon request.
- (b) DSF will review and update its multi-year accessibility plan once every five (5) years.

2. Training

- (a) All DSF members will receive ongoing training on the IASR requirements and on the *Human Rights Code* as it pertains to persons with disabilities.
- (b) HR will maintain training records.

INFORMATION AND COMMUNICATIONS STANDARDS

1. Definitions

"**Accessible Formats**" means large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

"**Communication Supports**" means captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

2. Accessible Formats and Communication Supports

- (a) Unless deemed unconvertible, upon request and at no cost, DSF will timely provide or will arrange for the provision of Accessible Formats and Communication Supports to persons with disabilities.

- (b) DSF will consult with the person requesting the Accessible Formats and Communication Supports to ensure that the person's needs are met.

3. **Accessible Websites and Web Content**

- (a) DSF's website will conform to the Web Content Accessibility Guidelines (WCAG) 2.0 in accordance with the schedule set out in the IASR.

4. **Emergency Procedures, Plans or Public Safety Information**

- (a) Publicly available Emergency Response Plan and Floor Plan with Emergency Exits shall be provided in an Accessible Format or with appropriate Communication Support upon request.

5. **Feedback Process**

- (a) DSF's feedback processes shall be accessible to clients and to DSF members upon request.

EMPLOYMENT STANDARDS

1. **Definitions**

"Performance Management" means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

"Redeployment" means the reassignment of employees to other departments or jobs within DSF as an alternative to layoff.

2. **Recruitment, Assessment and Selection**

- (a) DSF's external website states that DSF shall, upon request, accommodate all job applicants with disabilities.
- (b) Where an accommodation is requested, DSF will consult with the applicant and will provide or arrange for suitable accommodation.
- (c) Successful applicants will be made aware of DSF's policies and support for accommodating persons with disabilities.

3. **Accessible Formats and Communication Supports for Employees**

- (a) All DSF members are made aware of the firm's policies for employees with disabilities. Changes to these policies will be posted on DSF's intranet.

- (b) Upon request, DSF will ensure that all communications are accessible to an employee with a disability and will consult with the relevant employee in order to determine how best to provide such communication.

4. Workplace Emergency Response Information

- (a) Where required, DSF will create individualized workplace emergency response information for persons with disabilities. The information will take into account the unique challenges faced by the relevant individual, the physical nature of the workplace and will be developed in consultation with the relevant employee.
- (b) DSF will review this information in the event of any changes in the individual's physical location within DSF, or in the individual's overall accommodation needs.
- (c) Any employee receiving individualized workplace emergency response information and requiring assistance must sign the Individual Workplace Emergency Response Information Consent form, indicating their consent to provide the workplace emergency response information to the persons and/or agencies designated by DSF to provide assistance.

5. Documented Individual Accommodation Plans

- (a) The process by which DSF develops an individualized accommodation plan for each employee with disabilities is outlined in DSF's Individual Accommodation Plan Procedure.

6. Return to Work

- (a) DSF will develop and will implement an individualized return to work processes for each employee returning to work after an absence due to a disability and requiring disability-related accommodation(s) in order to return to work.
- (b) An employee's return to work process will describe how DSF will facilitate that employee's return to work.

7. Performance Management, Career Development and Advancement and Redeployment

- (a) DSF will consider the accessibility needs of employees with disabilities when implementing Performance Management processes, offering career development or advancement opportunities, or Redeployment within DSF.

8. **Review**

- (a) This policy will be reviewed and updated on a regular basis to ensure that it reflects DSF's current practices and any legislative requirements.



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