

Requirement	YES	NO	N/A	Notes/Actions
<p>Establishment of Accessibility Policies:</p> <ul style="list-style-type: none"> Develop, implement, and maintain required accessibility policies Statement of commitment Make policies available to the public 	YES			<p>Maamwesying North Shore Community Health Services has the following policies implemented in the organization:</p> <ul style="list-style-type: none"> Accessibility Policy Accessible Customer Service Policy Information and Communications Standard Policy Employment Standard Policy Workplace Accommodation Policy <p>And a Statement of Commitment - AODA (Accessibility).</p> <p>These policies are available on our website www.maamwesying.ca or on the G Drive for employees.</p>
<p>Hiring:</p> <p>Ensure job postings are accessible and inform employees and the public of the Employer's commitment to accommodating the needs of people with disabilities in the hiring process.</p> <p>This information must be posted on the Employer's website and included in all job postings.</p>	YES			<p>Maamwesying North Shore Community Health Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.</p>
<p>Notify job applicants when they are selected for an interview that accommodation will be provided.</p>	YES			<p>Maamwesying North Shore Community Health Services ensures that each candidate is asked if accommodations are required when contacting an applicant about an interview.</p>
<p>Notify successful applicants of the organization's accommodation policies for accommodating employees with disabilities.</p>	YES			<p>Maamwesying North Shore Community Health Services has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation due to a disability or a medical need that you have not yet informed us about, please contact:</p> <p>Human Resources Maamwesying North Shore Community Health Services</p>

Maamwesying North Shore Community Health Services Multi-Year Accessibility Plan

Requirement	YES	NO	N/A	Notes/Actions
				<p>473 B Highway 17 West, Cutler, Ontario POP 1B0 T. 705-844-2342 E. hr@nmninoeyaa.ca</p> <p>so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment.</p>
<p>Inform employees about the organization’s policies to support people with disabilities. Inform new employees when they are hired and inform all employees if the policies are updated or changed.</p>	YES			<p>To distribute this information, Maamwesying North Shore Community Health Services uses the following (or any other method preferred by employees):</p> <ul style="list-style-type: none"> • Emails • Memos • Website • Staff meetings • One-on-one conversations
<p>Providing Accessible Workplace Information:</p> <p>Workplace information must be provided in an accessible format upon employee request. This includes:</p> <ul style="list-style-type: none"> • Any information necessary for employees to perform their jobs (e.g., job descriptions and manuals). • General information available to all employees at work (e.g., company newsletters, organization-wide memos, and bulletins regarding company policies and health and safety information). 	YES			<p>Maamwesying North Shore Community Health Services will engage in discussions with employees with disabilities to determine their preferred information delivery methods and how information can be made accessible.</p>
<p>Self-Service Kiosks</p>			N/A	<p>Incorporate accessibility features when designing, procuring, or acquiring self-service kiosks.</p>
<p>Providing Individualized Workplace Emergency Response Information:</p>	YES			<p>8-HR-04 Employment Standard Policy is posted in the workplace advising employees with a disability of the availability of individual workplace emergency response plans and who to contact so they may make arrangements to complete the plan.</p> <p>Workplace Emergency protocol procedures can be found in 8-HR-04</p>

Maamwesying North Shore Community Health Services Multi-Year Accessibility Plan

Requirement	YES	NO	N/A	Notes/Actions
<p>Emergency information must be made accessible, and a plan must be developed to help employees with disabilities during an emergency.</p> <p>As an employer, if you know an employee might need help in an emergency due to a permanent or temporary disability, you must provide individualized emergency response information to the employee.</p> <p>For example, how an employee:</p> <ul style="list-style-type: none"> • Who uses a wheelchair can safely exit a building in the event of a fire • With a hearing disability, who cannot hear an alarm, will be notified in the event of an emergency • With a visual disability will identify and navigate emergency escape routes • With an invisible disability, such as a heart condition that prevents them from using stairs, will evacuate a building during an emergency 				<p>Employment Standard Policy.</p> <p>With the employee’s consent, share this information with the people designated to help them in an emergency.</p> <p>Review the employee’s emergency response information when:</p> <ul style="list-style-type: none"> • The employee changes work locations • You review the employee’s overall accommodation needs • You review the organization’s general emergency response policies
<p>Managing Performance, Career Development, And Redeployment:</p> <p>If you have performance management or career development processes, you must consider the needs of an employee with disabilities when you:</p> <ul style="list-style-type: none"> • Hold formal or informal performance reviews • Promote or move them to a new job <p>If you do not have a formal or informal performance management program, you do not have to create one.</p>	YES			<p>Examples include:</p> <ul style="list-style-type: none"> • Making documents available in accessible formats (for example, large print for people with low vision) • Providing feedback and coaching in a way that is accessible to them (for example, allowing someone with a learning disability to record the conversation) • Providing the accommodations, they need to successfully learn new skills or take on more responsibilities
<p>Feedback:</p> <p>Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities.</p>	YES			<p>Examples include:</p> <ul style="list-style-type: none"> • Providing or arranging for accessible formats to give persons with disabilities the required channels for giving, receiving, and responding to feedback.

Maamwesying North Shore Community Health Services Multi-Year Accessibility Plan

Requirement	YES	NO	N/A	Notes/Actions
				<ul style="list-style-type: none"> Upon request, providing accessible communication supports. For example, if feedback is given or received through written methods, providing alternative methods such as text-to-screen software, allowing employees to give or receive feedback via verbal communication, etc.
<p>Accommodation Plans:</p> <p>You must develop and write a process for creating accommodation plans for employees with disabilities. This process must be documented and should include:</p> <ul style="list-style-type: none"> How an employee participates in the development of their individual accommodation plan How an employee is assessed on an individual basis How a non-unionized employee can ask for a representative from the workplace to participate in the development of the accommodation plan (as applicable) How Maamwesying North Shore Community Health Services, as an employer, can request assistance from an outside expert, at your expense The steps you will take to protect the privacy of the employee’s personal information How and when you will provide the employee with their personalized accommodation plan The schedule for when and how the plan will be reviewed and updated How you will tell an employee that their individual accommodation plan has not been accepted How you will provide the plan in an accessible format 	<p>YES</p>			<p>8-HR-05 Workplace Accommodation Policy is posted in the workplace advising employees with a disability of the availability of individual workplace accommodation plans and who to contact so they may make arrangements to complete the plan.</p> <p>8-HR-05 Workplace Accommodation Policy outlines the following processes:</p> <ul style="list-style-type: none"> How you will provide workplace information in an accessible format, if requested How you will provide accessible emergency information, if needed Any other accommodation that is to be provided <p>You and the employee with a disability must collaboratively determine and implement the appropriate accommodation measures.</p>

Maamwesying North Shore Community Health Services Multi-Year Accessibility Plan

Requirement	YES	NO	N/A	Notes/Actions
<p>Return-to-Work Process:</p> <p>This requirement does not replace or override any other return-to-work process made under any other law (e.g., WSIA).</p> <p>You must develop and write a process to support employees who have been absent from work due to a disability and require disability-related accommodations to return to work.</p>	YES			<p>Maamwesying North Shore Community Health Services' return to work process for employees who require disability-related accommodations to return to work can be found in 8-HR-05 Workplace Accommodation Policy.</p>
<p>Submit an Accessibility Compliance Report:</p> <p>Businesses or nonprofits with 50 or more employees are required to submit an accessibility compliance report every year.</p> <p>The report confirms adherence to current accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).</p>	YES			<p>Maamwesying North Shore Community Health Services' Accessibility Compliance report was submitted on December 15, 2023. December 31, 2024, is the next date on which a report must be submitted.</p> <p>Accessibility Compliance Reports are documented, created, and submitted by the Quality and Risk Department.</p> <p>Maamwesying North Shore Community Health Services' Accessibility Compliance Report is available upon request by contacting:</p> <p>Quality and Risk Department Maamwesying North Shore Community Health Services 123 March Steet, 5th Floor, Sault Ste. Marie, ON P6A 2Z5 P: (249) 525-7092 or (705) 971-6898 E: risk@mninoeyaa.ca</p> <p>or is publicly available on www.maamwesying.ca</p>

Maamwesying North Shore Community Health Services Multi-Year Accessibility Plan

Requirement	YES	NO	N/A	Notes/Actions
<p>Training:</p> <p>Accessibility training which meets AODA requirements must be provided to:</p> <ul style="list-style-type: none"> • All employees and volunteers (paid and unpaid, full-time, part-time and contract positions) as soon as possible after joining the organization. • Anyone involved in developing your organization’s policies (including managers, senior leaders, directors, board members and owners). • Anyone who provides goods, services, or facilities to clients/customers on your organization’s behalf. 	<p align="center">YES</p>			<p>Accessibility training provided to employees of Maamwesying North Shore Community Health Services must cover the following:</p> <ul style="list-style-type: none"> • the purpose of the Accessibility for Ontarians with Disabilities Act • an overview of the requirements of the customer service standard • your organization’s policy on providing accessible customer service • how to interact with people with various types of disabilities • how to interact with people who use an assistive device or require the assistance of a service animal or support person • information on how to use any equipment or devices available in your organization to help provide goods, services or facilities to people with disabilities (for example, screen readers, lifts, TTY phone line) • what to do if a person with a disability is having difficulty accessing your organization’s goods, services, or facilities • the accessibility standards and the Ontario Human Rights Code as it relates to people with disabilities • any changes or updates to the organization's accessibility policies • any accessibility training pertaining to the employees’ responsibilities or job duties <p>Written training records are documented within HR Covered and Bamboo and become part of the employee’s personnel file. Records are maintained and training is administered by Human Resources.</p> <p>Records must include when the trainings were delivered, who attended, and how many employees participated in and completed the training.</p>