

**Ginsberg Gluzman Fage & Levitz, LLP (GGFL)**

**Accessibility for Ontarians with Disabilities Act, 2005 (AODA)  
Ontario Regulation 191/11  
*Integrated Accessibility Standards Policy***

**Purpose**

The Ministry of Community and Social Services launched the Integrated Accessibility Standards (ON Reg. 191/11) under the Accessibility for Ontarians with Disabilities Act, 2005. These standards were developed to identify, remove and prevent barriers, and increase accessibility for persons with disabilities. This policy addresses accessibility, specifically in the areas of information, communications, and employment.

Ginsberg Gluzman Fage & Levitz, LLP (GGFL) is governed by this Policy, as well as the Accessibility Standards for Customer Service Policy, in meeting the accessibility needs of persons with disabilities.

**Policy**

GGFL is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and do so by identifying, removing, and preventing barriers to accessibility and meeting accessibility standards in accordance with the AODA.

GGFL is committed to making every reasonable effort to accommodate people with disabilities.

**GENERAL PRINCIPLES**

**Accessibility Plan**

GGFL has developed a Multi-Year Accessibility Plan outlining its strategies to identify, remove, and prevent barriers to increase accessibility for persons with disabilities.

The Multi-Year Accessibility Plan will be reviewed and updated at least once every five (5) years. It is posted on our website and, upon request, is available in hard copy or alternate accessible format.

**Training Requirements**

GGFL provides training on the requirements of the accessibility standards, as referred to in the Integrated Accessibility Standards, and on the Human Rights code as it pertains to persons with disabilities.

Training is provided to:

- Individuals who are responsible for developing GGFL's policies;
- All of GGFL's employees and volunteers; and
- Other persons who provide goods or services, or facilities on behalf of GGFL (as deemed appropriate).

All training is provided as soon as is reasonably practicable and appropriate to specific duties and/or responsibilities.

GGFL maintains appropriate records on the training provided, including dates and individuals trained.

## **INFORMATION AND COMMUNICATIONS STANDARDS**

### **Accessible Websites and Web Content**

GGFL's web content conforms to the Web Content Accessibility Guidelines (WCAG) 2.0 Level A compliance and will conform to Level AA by January, 2021, except where it may be impractical to do so.

### **Feedback, Accessible Formats, and Communication Supports**

Upon request, GGFL provides for the provision of accessible formats and communication supports for persons with disabilities. It is completed in a timely manner that takes into account the person's accessibility needs due to the disability and at a cost that is no more than the regular cost charged to other persons.

GGFL consults with the person making the request to ensure the suitability of an accessible format or communication support.

GGFL notifies the public about the availability of accessible formats and communication supports.

## **EMPLOYMENT STANDARDS**

### **Recruitment, Assessment, and Selection Process**

GGFL notifies job applicants, through job postings, that requests for accommodation throughout the interview and recruitment process is available upon request.

Where accommodation is requested, GGFL consults with the applicant (as needed) and provides or arranges for suitable accommodation.

### **Notice to Successful Applicants**

When offering employment, GGFL notifies the successful candidate of our policies and the process for accommodating employees with disabilities.

### **Accessible Formats and Communication Supports for Employees**

GGFL keeps employees up to date on our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests an accessible format and/or communication supports, GGFL provides or arranges for its provision, specifically:

- Information needed in order to perform his/her job; and

- Information that is generally available to all employees in the workplace.

GGFL consults with the employee making the request for accommodation to determine the best method to provide the accessible format or communication supports.

### **Workplace Emergency Response Information**

Where required, GGFL creates individual workplace emergency response information for employees with disabilities. This information takes into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

This information is reviewed as necessary, for example:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed or changed; or
- GGFL reviews or amends its general emergency response policies.

### **Documented Individual Accommodation Plans**

GGFL maintains a written process, as required, for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports is provided and also included in individual plans.

In addition, the plans include individualized workplace emergency response information (where required), and identifies any other accommodation that is to be provided.

### **Performance Management, and Career Development and Advancement**

GGFL considers the accessibility needs of employees with disabilities when implementing performance management processes, offering career development or advancement opportunities.

### **Return to Work**

GGFL develops and implements (as needed) a return to work process for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work.

The return to work process outlines the steps GGFL will take to facilitate the employee's return to work and uses documented individual accommodation plans.

The return to work process does not replace or override any other return to work process created by or under any other statute (i.e., the Ontario Workplace Safety Insurance Act, 1997).