



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

INTEGRATED ACCESSIBILITY STANDARDS – Spirit of Math’s Multi Year Plan

Part I – GENERAL REQUIREMENTS

Section	Initiative	Requirement	Action	Status	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 under the accessibility standards referred to in this Regulation.	Spirit of Math has developed all policies and procedures necessary to comply with the requirements set forth by AODA.	Complete	January 1, 2014
4	Accessibility Plans	<p>4.(1) Large organizations shall,</p> <p>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 requirements under this Regulation;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>Participated in HRPA AODA session.</p> <p>Network monthly with AODA HR colleagues.</p> <p>Identify accessibility barriers.</p> <p>Post Multi- year plan on website</p> <p>HR will review, update and re-post this Multi-year plan as needed.</p>	In progress	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 on 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.	Spirit of Math has trained all applicable parties necessary to fulfil the requirements set forth in this regulation. Continue to train new employees built into Onboarding orientation program and check off completion on new hire checklist.	Complete	January 1, 2015
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PART II – Information and Communications Standards

Section	Initiative	Requirement	Action	Status	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.	Review feedback methods and forms in place and provide accessible formats if required for communication. Inform employees on how to provide accommodation upon request.	In progress	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 persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	When receive a request for accessible formats needed for persons with disabilities, HR will respond as soon as possible or within one business day at the latest. Train and communicate to employees the accessible formats which are available if needed.	In progress	January 1, 2016

12		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	HR will inform and communicate this to all employees. If accommodations cannot be met, develop individual plans for supports needed.	In progress	January 1, 2016
12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	The available accessible formats provided will be posted online on our website.	In progress	January 1, 2016
13	Emergency Procedures, Plans or Public Safety Info	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.		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 Accessibility 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.	HR is currently working with Marketing to make website accessible and compliant to WCAG 2.0 standards. Review WCAG guidelines to maintain compliance.	In progress	January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A. January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than,

					<ul style="list-style-type: none"> • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).
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15	Educational & Training Resources & Materials	<p>15(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <ol style="list-style-type: none"> 1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by, <ol style="list-style-type: none"> i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format. 	<p>All Teachers are trained on AODA with the new employee onboarding process.</p> <p>When an accessible format is requested for training materials, this will be provided in an accessible or electronic format, or as requested.</p> <p>Student records will be provided in accessible alternate electronic or applicable formats upon request.</p>	In progress	January 1, 2013
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		2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.			
16	Training to Educators	16(1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.	AODA training provided to all Teachers upon completion of training and onboarding process.	In progress	January 1, 2013
		(2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	Training records will be maintained, tracked and updated as training required is completed.	In progress	January 1, 2013
17	Producers of Educational or Training Material	17(1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.	Upon request, the Company will make accessible or conversion ready versions of the textbooks available as needed.	In progress	January 1, 2015 For accessible or conversion ready versions of textbooks
		(2) Every obligated organization that is a producer of print-based educational or training supplementary learning resources for educational or training institutions shall upon request, make accessible or conversion ready versions of the printed materials available to the institutions.			January 1, 2020 For accessible or conversion ready versions of printed materials that are educational or training supplementary learning resources.

18	Libraries of educational & training institutions	<p>18(1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request.</p> <p>(2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).</p>			<p>January 1, 2015 For print-based resources or materials</p> <p>January 1, 2020 For digital or multimedia resources or materials</p>
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PART III – Employment Standard

Section	Initiative	Requirement	Action	Status	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.	<p>The Company will notify employees and public about the availability of accommodation for applicants with disabilities. In recruiting, there will be the following AODA statement saying accommodation is available in every internal and external job posting.</p> <p>“In compliance with AODA, Spirit of Math Schools Inc.is committed to providing an Accessible workplace and Accessible recruitment process. Please let us know by contacting jobs@spiritofmath.com if you require any accommodations and we will accommodate disabilities upon request. Only those qualified applicants selected for an interview will be contacted.”</p>	In progress	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	When notifying applicants they have been selected to participate further in the interviewing/recruiting process, applicants will be informed	In progress	January 1, 2016

		<p>accommodations are available upon request in relation to the materials or processes to be used.</p> <p>(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.</p>	<p>that accommodations are available upon request. This includes the materials, processes, testing process, by including a statement when communicating with applicants.</p> <p>Identify potential barriers in recruiting process.</p> <p>le. With interview location, application and math test process, Communicating with candidates- mailed letter, email, phone communication methods</p> <p>If selected applicant requests an accommodation, HR will consult with the applicant and provide or arrange for suitable accommodation taking into account the applicant's individual accessibility needs due to disability.</p>	In progress	
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.	<p>Include policy statement in all offer letters regarding accommodation needs for accessibility. The statement will clearly identify how the successful applicant can gain access to AODA policies for accommodating employees with disabilities.</p> <p>Phone candidates for offer verbal acceptance to confirm their preferred method of offer letter delivery</p>	In progress	January 1, 2016
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	Include info. on AODA policies in new hire package and orientation, on company internet, shared file drives, website and communicate to staff by email.	In progress	January 1, 2016

		an employee's accessibility needs due to disability.	Inform employees on policies used for employees with disabilities by posting statement on internal site which will include job accommodations needed for accessibility.		
25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	The Company will provide the information noted above soon after stating employment and include in new hire package, orientation and in AODA training.	In progress	January 1, 2016
25		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.	The company will update employees on any policy changes, job accommodations available, and communicate AODA policy for all staff on website and bulletin boards.	In progress	January 1, 2016
26	Accessible Formats & 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; and (b) information that is generally available to employees in the workplace.	When accessibility is requested, Human Resources will consult with the Employee to review their functional area to determine and provide the specific accessible formats needed and communication supports needed for the employee to perform their job. Develop process to support this. If needed, perform an audit of all Company communications.	In progress	January 1, 2016
26		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	HR will meet with the Employee requesting accommodations, to determine their accessibility needs required.	In progress	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.	Process developed. When requested, provide Workplace Emergency info. for all employees with a disability.	Completed	January 1, 2012
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.	Process in place upon receiving employee consent.	Completed	January 1, 2012
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.	Process in place.	Completed	January 1, 2012
27		(4) Every employer shall review the individualized workplace emergency response information, (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.	Process in place.	Completed	January 1, 2012

28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	<p>HR to develop and maintain a written process for Individual Accommodation Plans (IAP) for employees with disabilities. Determine documentation needed and employees to be included in this IAP process.</p> <p>The written IAP process will be available on the Company intranet.</p>	In Progress.	January 1, 2016
28		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol 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 determine if and 4. how accommodation can be achieved. 5. The manner in which the employee can request the participation of a representative from their 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 	<p>The IAP written process will include</p> <ul style="list-style-type: none"> - The method in which an employee requesting accommodation can participate in developing their IAP. - The means of communication how the employee is assessed on an individual basis. - The manner how an employer can request an evaluation by an outside medical to determine if and how accommodation can be provided. If an IME is performed, this will be at the Company's expense. - The manner how an employee can request participation of an employee representative from the Company. - The steps taken to protect the privacy of the Employee medical info. - The IAP will be reviewed and updated if needed 	In Progress	January 1, 2016

		<p>the development of the accommodation plan.</p> <p>6. The steps taken to protect the privacy of the employee's personal.</p> <p>7. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</p> <p>8. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>9. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>	<p>annually by HR. The procedure to update the IAP will be included.</p> <ul style="list-style-type: none"> - The manner in which the reasons for the denial of an IAP will be provided to the Employee. - The means by which the IAP is provided in a format taking into account the employee's accessibility needs due to a disability. 		
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(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</p> <p>(b) shall document the process.</p>	<p>The Company will develop and maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability related accommodations in order to return to work.</p>	In Progress	January 1, 2016

29		<p>29. (2) The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p>	<p>The return to work process and IAP will outline specific accommodation steps needed and documentation as required.</p>	In Progress	January 1, 2016
29		<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>The return to work process will be in place to accommodate an IAP as requested, and will not replace or override any other return to work process in accordance with legislation.</p>	In Progress	January 1, 2016
30	Performance Management	<p>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 of employees with disabilities.</p>	<p>The Company will review the current performance review process and feedback communication methods to evaluate and determine if an employee has accommodations needed due to a disability, provide Feedback in accessible format for communication as requested and needed.</p> <p>In person performance review meetings and emailed reviews as communication methods will be evaluated.</p> <p>The Company will add a statement on all performance reviews stating accommodation is available to all employees during the review process, including accessible formats and communication supports.</p>	In Progress	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.		In Progress	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.		In Progress	January 1, 2016
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