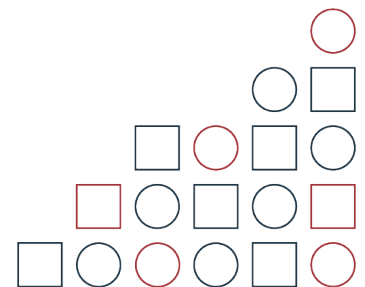


Nutrition International Multi-Year Accessibility Plan

2021-2026



Multi-Year Accessibility Plan

INTRODUCTION

The Multi-Year Accessibility Plan outlines the policies, procedures and plans that Nutrition International has and will implement to ensure compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). The act applies to all public and private sector organizations in Ontario. It was established to identify, remove and prevent barriers for people with disabilities.

STATEMENT OF COMMITMENT

Nutrition International is committed to meet the obligations under the Accessibility for Ontarians with Disabilities Act (AODA). Nutrition International will review and revise the Multi-Year Accessibility Plan once in every 5 years, or more frequently, as deemed necessary. Nutrition International will follow the principles of dignity, independence, integration and equal opportunity for all goods and services it provides.

ACCESSIBILITY PLAN (INTEGRATED ACCESSIBILITY STANDARDS REGULATION)

Requirement	Status
Part I – General Requirements	
Accessibility policies	<p>Develop, implement, and maintain policies governing how the organization achieves or will achieve accessibility. (O. Reg. 191/11, s. 3 (1).)</p> <p>Completed (31-May-2021) Nutritional International has developed and implemented policies governing how it achieves accessibility and meets its legal requirements. They are available on the internal and external websites and will be available in accessible formats upon request.</p> <p>The policies will be reviewed every three years or whenever the practices and/or procedures change and as per the AODA requirements.</p>
Multi-Year Accessibility Plan	<p>Establish, implement, maintain, and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers. (O. Reg. 191/11, s. 4 (1).)</p> <p>Completed (30-June-2021) Nutrition International has developed a Multi-Year Accessibility Plan for 2021-2026. It is available on the internal and external websites and will be made available in an accessible format upon request.</p> <p>The Plan will be reviewed at least every five years.</p>
Training	<p>Provide training on the requirements of the accessibility standards referred to in this Regulation and on the <i>Human Rights Code</i> as it pertains to persons with disabilities. (O. Reg. 191/11, s. 7 (1).)</p> <p>Completed (30-June-2021) Nutrition International has provided mandatory training on Accessibility for Ontarians with Disabilities Act (AODA) and on the human rights code to all staff via online training modules. Ongoing training will be provided in respect of changes to policies. Training to new staff will be provided as part of the onboarding program.</p> <p>Records of training, including dates and the number of people trained are maintained.</p>

Part II – Information and Communication Standards		
Feedback	Ensure that feedback processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request. (O. Reg. 191/11, s. 11 (1).)	<p>Completed (31-May-2021) Nutrition International has feedback processes accessible to persons with disabilities.</p> <p>Nutrition International will provide accessible formats and communication supports to people with disabilities upon request.</p> <p>Details can be found in the accessibility policy on Nutrition International's website. The policy can made available in an accessible format upon request.</p>
Accessible Formats and Communication Supports	Shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities. (O. Reg. 191/11, s. 12 (2).)	<p>Completed (30-June-2021) To the extent practicable, Nutrition International will provide accessible formats and communication supports for persons with disabilities upon request within a timely manner and at no extra cost.</p> <p>Nutrition International will consult with the person making the request to determine suitability of accessible format or communication support.</p> <p>Nutrition International will notify the public about the availability of accessible formats and communication supports.</p>
Emergency Procedure, Plans or Public Safety Information	Shall provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports if the organization has developed it. (O. Reg. 191/11, s. 13 (1).)	<p>Completed (30-June-2021) If emergency procedures, plans or public safety information are developed and become publicly available, Nutrition International will provide them in an accessible format or with appropriate communication supports upon request as soon as practicable.</p>
Accessible websites and web content	Shall make the organization's internet and intranet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA, and shall do so in accordance with the schedule. (O. Reg. 191/11, s. 14 (1).)	<p>Completed (31-May-2021) Nutrition International 's external and internal websites are WCAG 2.0 Level AA compliant.</p>
Part III – Employment Accessibility Standards		
Recruitment, assessment or selection process	Shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes, assessment or selection process and offer that include all of the elements prescribed by sections. (O. Reg. 191/11, s. 22.), (O. Reg. 191/11, s. 23 (1).), (O. Reg. 191/11, s. 24.)	<p>Completed (31-May-2021) Nutrition International's job advertisements are posted on Nutrition International's external website. The advertisements inform applicants that reasonable accommodations will be provided to applicants upon request.</p> <p>Nutrition International will provide accommodations to applicants upon request.</p> <p>Nutrition International's employment contracts state that reasonable accommodations will be provided to staff with disabilities.</p>

<p>Informing employees of supports</p>	<p>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 an employee's accessibility needs due to disability. (O. Reg. 191/11, s. 25 (1).)</p>	<p>Completed (30-June-2021) All AODA policies have been developed and posted on Nutrition International's internal website.</p> <p>Employees will be informed when policies have been updated.</p> <p>The policies will be reviewed every three years or whenever the practices and/or procedures change and as per the AODA requirements.</p>
<p>Accessible formats and communication supports for employees</p>	<p>Shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports. (O. Reg. 191/11, s. 26 (2).)</p>	<p>Completed (30-June-2021) Nutrition International will support managers to determine and facilitate suitable accommodations for staff with disabilities and will provide them information in accessible formats and/or communication supports upon request.</p>
<p>Workplace emergency response information</p>	<p>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. (O. Reg. 191/11, s. 27 (1).)</p>	<p>Completed (31-May-2021) An individualized workplace emergency response information will be completed if the disability is such that the individualized information is necessary, and the employee has disclosed a disability and requires an accommodation.</p> <p>This will be done as soon as Nutrition International becomes aware of any such persons with disabilities requiring such a plan. If consent is provided by the employee, the information will be shared with the person (s) designed to help the employee in an emergency.</p> <p>Nutrition International will review annually the individualized workplace emergency response information.</p>
<p>Documented individual accommodation plans</p>	<p>Shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities that include all of the elements prescribed by subsections (O. Reg. 191/11, s. 28 (2).) and (O. Reg. 191/11, s. 28 (3))</p>	<p>Completed (31-May-2021) Individual accommodation plans will be created for employees requiring accommodation due to a disability by the employee's manager in partnership with HR.</p> <p>The plan will be kept in an employee's personnel file and kept private and secure.</p> <p>The plan shall be updated when the employee informs their manager and HR of any changes to their disability and/or accommodation required.</p>
<p>Return to work process</p>	<p>Shall develop and document 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. (O. Reg. 191/11, s. 29 (1).) and (O. Reg. 191/11, s. 29 (2).) and (O. Reg. 191/11, s. 29 (3).)</p>	<p>Completed (30-June-2021) Employees returning to work after a disability related leave of absence will be assisted by their manager and HR on a return-to-work plan and accommodation where required.</p>

<p>Performance management, Career development / advancement and re-deployment</p>	<p>Shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management, career development and advancement and redeployment processes in respect of employees with disabilities. (O. Reg. 191/11, s. 30 (1).), (O. Reg. 191/11, s. 31 (1).) and (O. Reg. 191/11, s. 31 (2).), (O. Reg. 191/11, s. 32 (1).) and (O. Reg. 191/11, s. 32 (2).)</p>	<p>Completed (30-June-2021) Nutrition International will take into consideration employees with disabilities as well as individual accommodation plans during the performance management, career development / advancement and redeployment processes. The formats provided will be consistent with an employee's individual accommodation plan where applicable.</p>
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