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## AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

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### Intent

This 2015 to 2016 accessibility plan outlines the policies and actions that DST Consulting Engineers Inc. will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the [Integrated Accessibility Standards, Ontario Regulation 191/11](#).

### Statement of Commitment

DST Consulting Engineers Inc. believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)* and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

### Plan

General Requirements			
Accessibility Requirement:	Establishment of accessibility policies		Compliance Deadline: Jan. 1, 2014
Plan to Meet Requirements:	Policies have been established, implemented and posted publically on the DST website.		
Responsible Authority:	Human Resources Department	Notes:	Satisfied

<b>Accessibility Requirement:</b>	Training on IASR and the <i>Human Rights Code</i>		<b>Compliance Deadline:</b>	Jan. 1, 2015
<b>Plan to Meet Requirements:</b>	All training and policies have been distributed to employees electronically and physical proof of training acknowledgement will be retained.			
<b>Responsible Authority:</b>	Human Resources Department	<b>Notes:</b>	Satisfied	

### Information and Communications Standard

<b>Accessibility Requirement:</b>	Feedback Process		<b>Compliance Deadline:</b>	Jan. 1, 2015
<b>Plan to Meet Requirements:</b>	Feedback process has been outlined in DST's Accessible Customer Service Policy and steps to follow in providing feedback have been made available on DST's website.			
<b>Responsible Authority:</b>	Human Resources and Marketing Departments	<b>Notes:</b>	Satisfied	

<b>Accessibility Requirement:</b>	<ol style="list-style-type: none"> <li>1. Accessible formats and communication supports</li> <li>2. Access to accessible formats</li> </ol>		<b>Compliance Deadline:</b>	1. Jan. 1, 2016 2. Jan. 1, 2013
<b>Plan to Meet Requirements:</b>	<ol style="list-style-type: none"> <li>1. Accessible website guidelines have been satisfied, DST Employees have been educated on DST's commitment to providing accessible formats when requested in the format required to meet the needs of the individual requesting information. DST will continue to access format requirements and communication support required to implement necessary tools for accommodation.</li> <li>2. Commitment to providing accessible formats has been stated and any individual requiring accommodation can express their needs to a DST employee who will action the request by contacting the Human Resources or Marketing department.</li> </ol>			
<b>Responsible Authority:</b>	Human Resources and Marketing Departments	<b>Notes:</b>	Satisfied	

<b>Accessibility Requirement:</b>	Emergency procedures, plans or public safety information		<b>Compliance Deadline:</b>	Jan. 1, 2012
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Plan to Meet Requirements:	Emergency procedures have been documented and implemented in accordance with outlined specifications. Procedures are made available to employees internally on the Corporate Portal and on health and safety boards.		
Responsible Authority:	Human Resources Department, Health and Safety Officer	Notes:	Satisfied
Accessibility Requirement:	Accessible websites and web content	Compliance Deadline:	Jan.1, 2014
Plan to Meet Requirements:	WCAG 2.0 requirements have been satisfied and guidelines will be adhered to in all future website modifications where required.		
Responsible Authority:	Marketing Department	Notes:	Satisfied

### Employment Standard

Accessibility Requirement:	Recruitment, assessment and selection processes and informing employees of supports	Compliance Deadline:	Jan. 1, 2016
Plan to Meet Requirements:	<p>DST Consulting Engineers Inc. will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, DST Consulting Engineers Inc. will consult with the applicant and provide or arrange for suitable accommodation.</p> <p>Successful applicants will be made aware of DST Consulting Engineers Inc.'s policies and supports for accommodating people with disabilities through policies and training.</p>		
Responsible Authority:	Human Resources Department	Notes:	Satisfied
Accessibility Requirement:	Accessible formats and communication supports for employees	Compliance Deadline:	Jan. 1, 2016

Plan to Meet Requirements:	<p>DST Consulting Engineers Inc. will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.</p> <p>If an employee with a disability requests it, DST Consulting Engineers Inc. will provide or arrange for the provision of accessible formats and communication supports for the following:</p> <ul style="list-style-type: none"> <li>• Information needed in order to perform his/her job; and</li> <li>• Information that is generally available to all employees in the workplace.</li> </ul> <p>DST Consulting Engineers Inc. will consult with the employee making the request to determine the best way to provide the accessible format or communication support.</p>			
Responsible Authority:	Human Resources Department and Sector Managers	Notes:	In progress	
Accessibility Requirement:	Workplace emergency response information		Compliance Deadline:	Jan. 1, 2012
Plan to Meet Requirements:	<p>Where required, DST Consulting Engineers Inc. will create individual workplace emergency response information for employees with disabilities. This information will take 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.</p> <p>This information will be reviewed when:</p> <ul style="list-style-type: none"> <li>• The employee moves to a different physical location in the organization;</li> <li>• The employee's overall accommodation needs or plans are reviewed; and/or</li> <li>• DST Consulting Engineers Inc. reviews general emergency response policies.</li> </ul>			
Responsible Authority:	Human Resources Department and Sector Managers	Notes:	Satisfied	
Accessibility Requirement:	Documented individual accommodation plans		Compliance Deadline:	Jan. 1, 2016

Plan to Meet Requirements:	<p>DST Consulting Engineers Inc. will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:</p> <ul style="list-style-type: none"> <li>• The ways in which the employee can participate in the development of the plan;</li> <li>• The means by which the employee is assessed on an individual basis;</li> <li>• The ways that an employee can request an evaluation by an outside medical expert, or other experts (at the employer’s expense) to determine if accommodation can be achieved, or how it can be achieved;</li> <li>• The steps taken to protect the privacy of the employee’s personal information;</li> <li>• The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done; and</li> <li>• The means of providing the accommodation plan in an accessible format, based on the employee’s accessibility needs.</li> </ul>		
Responsible Authority:	Human Resources Department	Notes:	In progress
Accessibility Requirement:	Return to work process		Compliance Deadline: Jan. 1, 2016
Plan to Meet Requirements:	<p>DST Consulting Engineers Inc. will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.</p> <p><i>Individual accommodation plans will be consulted, as required.</i></p>		
Responsible Authority:	Human Resources Department	Notes:	In progress
Accessibility Requirement:	Performance management process		Compliance Deadline: Jan. 1, 2016
Plan to Meet Requirements:	<p>DST Consulting Engineers Inc. will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work.</p>		

	The return to work process will outline the steps DST Consulting Engineers Inc. will take to facilitate the employee's return to work and shall use documented individual accommodation plans (as described in section 28 of the regulation).		
Responsible Authority:	Human Resources and Sector Managers	Notes:	In progress
Accessibility Requirement:	Career development and advancement		Compliance Deadline: Jan.1, 2016
Plan to Meet Requirements:	<p>DST Consulting Engineers Inc. will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.</p> <p><i>Individual accommodation plans will be consulted, as required.</i></p>		
Responsible Authority:	Human Resources Department and Sector Managers	Notes:	In progress
Accessibility Requirement:	Redeployment		Compliance Deadline: Jan.1, 2016
Plan to Meet Requirements:	<p>The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.</p> <p><i>Individual accommodation plans will be consulted, as required.</i></p>		
Responsible Authority:	Human Resources Department and Sector Managers	Notes:	In progress

## Review and Update

This document was created on December 20<sup>th</sup>, 2014 and must be reviewed and updated by December 20<sup>th</sup>, 2015.