



## Statement of Organizational Commitment

### And Multi-year Accessibility Plan

#### COMMITMENT

Since 2013, the CAAT Pension Plan (“the Plan”) has been in compliance with the Accessible Customer Service Regulation under the AODA. The Plan is committed to.

The Plan is committed to providing its services in a way that respects the dignity and independence of persons with disabilities. The Plan is further committed to ensuring that every Plan employee and stakeholder receives equitable treatment with respect to employment and services, without discrimination, and receives accommodation in a timely manner where required, in accordance with the provisions of the Ontario Human Rights Code and the AODA and its Regulations.

The Plan’s Multi-Year Accessibility Plan outlines the Plan’s strategies and key dates to meet the requirements under AODA and its Regulations.

### Multi-year Accessibility Plan

#### INTRODUCTION

Under the Accessibility for Ontarians with Disabilities (AODA) Act, 2005, and specifically Regulation 191/11 "Integrated Accessibility Standards" ("Regulation"), the CAAT Pension Plan is required to develop a multi-year accessibility plan outlining its strategy to prevent and remove barriers, and to meet requirements under the Regulation.

This Multi-year Accessibility Plan will assist the Plan going forward in coordinating its efforts in meeting the needs of persons with disabilities. The CAAT Pension Plan is committed to the principles of independence, dignity, integration and equality of opportunity described in the AODA.

The Plan's Multi-year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA and will be posted on the Plan's website.

As of January 1, 2014, the Plan has developed, implemented and maintains policies governing how the Plan provides or will provide accessibility and meet its requirements under the Regulation. To that end the Plan has developed a *Statement of Organizational Commitment* to meet the accessibility needs of persons with disabilities in a timely manner and has implemented and maintains a *Multi-year Accessibility Plan*, which outlines the Plan's strategy to prevent and remove barriers and meet its requirements under this Regulation.



The Plan will review and update the *Statement of Organizational Commitment* and the *Multi-year Accessibility Plan* at least once every five years, and has made them publicly available on its website and will provide them in an accessible format upon request.

### **Accessible websites and web content**

As of 2014, the Plan's website and its content conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Level A. By January 1, 2021, all of the Plan's internet websites and web content must conform with WCAG 2.0 Level AA except where impracticable.

### **Training**

By January 1, 2015, the Plan will ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the requirements of the *Human Rights Code* as it pertains to persons with disabilities to all employees including those who participate in developing the Plan's policies and to all other persons who provide services on behalf of the Plan.

The training will be appropriate to the duties of the employees and other persons and every person will be trained as soon as practicable. The Plan will also provide training in respect of any changes to the policies on an ongoing basis.

The Plan currently keeps a record of the training provided including the dates on which the training is provided and the number of individuals to whom it is provided.

### **Accessible formats and communication supports**

As of 2013, the Plan can, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability and the Plan will consult with the person making the request in determining the suitability of an accessible format or communication support.

The Plan currently notifies the public, through its website, about the availability of accessible formats and communication supports. This information is located at <https://www.caatpension.on.ca/en/about-us/accessibility>.

### **Documented individual accommodation plans**

By January 1, 2016, the Plan will develop and have in place a written *Process for the Development of Documented Individual Accommodation Plans* for employees with disabilities.



### **Recruitment process**

By January 1, 2016, the Plan will notify its employees and the public, in internal and external communications, about the availability of accommodation for applicants with disabilities in its recruitment processes.

The Plan will notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. When making offers of employment, the Plan will notify the successful applicant of its policies for accommodating employees with disabilities.

Applicants requesting accommodation will be consulted about their needs and appropriate accommodation will be provided.

### **Informing employees of supports**

By January 1, 2016, the Plan will inform its employees of its policies, or changes to its policies, used to support its employees with disabilities, including job accommodations policies and the Plan will provide the information required under this section to new employees as soon as practicable.

The Plan will review its existing accommodation policies and make any necessary changes to ensure full compliance with the Regulation. In consultation with an employee requesting accommodation, the Plan will provide accommodation supports, including accessible formats and communication supports, needed for the employee to perform their job and that is generally available to employees in the workplace.

### **Accessible formats and communications supports for employees**

By January 1, 2016, where an employee with a disability so requests it, the Plan will consult with the employee to provide or arrange for the provision of suitable accessible formats and communication supports for information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace.

### **Return to work process**

The Plan will 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. The return to work process will outline the steps the Plan will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.



### **Performance management, Career development and Advancement**

By January 1, 2016, the Plan will 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, providing career development and advancement to employees, or when engaging in employee redeployment.

### **History**

This Multi-year Accessibility Plan will be reviewed and updated as needed at least once every five years.

This Multi-year Accessibility Plan has been approved by:

Kevin Rorwick  
Chief Financial Officer

June 19, 2014