



AODA Multi-Year Accessibility Plan

INTRODUCTION

The Government of Ontario passed the *Accessibility for Ontarians with Disabilities Act (AODA)* in 2005 with the goal of breaking down barriers that people with disabilities face by making Ontario fully accessible by 2025. These laws are in place to provide equal treatment and opportunities, accommodations for those in need of them, and create more awareness for the accessibility needs of individuals.

The Integrated Accessibility Standard Regulations (IASR) under the Act require that BWXT Canada establish, implement, and maintain a multi-year accessibility plan to outline the organization’s strategy for achieving barrier removal and prevention for persons with disabilities and to meet the requirements under the IASR. The multi-year accessibility plan will outline the Company’s strategy to prevent and remove barriers, and improve opportunities for persons with disabilities.

STATEMENT OF COMMITMENT

In fulfilling our mission, BWXT Canada strives to treat all individuals in a manner that allows them to maintain their dignity and independence. The Company promotes integration and equal opportunity and is committed to meeting the needs of people (employees and customers) with disabilities in a timely manner. BWXT Canada will make every effort to provide reasonable accommodations that will not result in undue hardships, especially where health and safety are at risk. The Company will follow all rules and regulations required under the applicable accessibility laws, and will review/update at least once every five years.

PLANS FOR ACHIEVEMENT

Requirements and Standards	Deadlines	Regulations	Notes
Provide Accessible Customer Service	January 1, 2014	Create Accessibility Policy	Policy in place to let employees, volunteers, and customers know what to expect
	January 1, 2014	Create Multi-Year Accessibility Plan	Plan in place to show how the Company will achieve your accessibility goals Posted on website
	January 1, 2014	Consider accessibility when purchasing or designing self-service kiosks	
Customer Service Standard	January 1, 2015	Create and provide training to all employees, contractors, volunteers, etc. on the Customer Service Standard, OHR, Company’s Policy, and AODA/IASR Customer Service Training to include: tips on how to interact with people with	All other standards training (employment, information and communications, transportation, and design of public spaces) is provided but based on job description

		various types of disabilities and who use assistive device or require assistance of a service animal or support person, information on how to use any equipment or devices to help provide services or facilities to people with disabilities, and tips on what to do if a person with a disability is having difficulty accessing your organization's goods, services, or facilities	Training to all employees when making changes to Company policies
	January 1, 2015	Track all training completed by employees, etc. (track employee names, date of completion, and training topics they completed)	
	January 1, 2015	Create a feedback form and process, and make form publicly available for employees/customers who access company goods/services	The accessibility feedback form is located on the company website and intranet (or if requested, can be provided in another method). Feedback from the public or employees can be received either by emails, verbally to managers, phone calls, faxing, or by post. Once the feedback is received and read, it will be responded to in an accessible method that the individual who gave the feedback requires.
	January 1, 2014	Establish a process for notice of temporary service disruptions	Notice also up when there is disruption of public spaces
Information and Communication Standard	January 1, 2014	Make website accessible (WCAG 2.0 Level A) Create a separate section on the company's website that will have all information and forms related to AODA, which include: Multi-Year Accessibility Plan,	Only includes new websites and old websites that are significantly updated and new web content created
	January 1, 2022	Website will be WCAG 2.0 Level AA compliant	
	January 1, 2016	Process of ensuring that all documents/forms are accessible to persons with disability and arranging for other accessible formats/communication supports, upon request	

Employment Standard	January 1, 2017	Notify employees and the public of availability of accommodations on website internal and external job postings	
	January 1, 2017	Notify candidates of accommodations available before assessments, interviews, etc. (in confirmation message)	
	January 1, 2017	Notify successful applicants of accommodations available before working (in the offer letter)	
	January 1, 2014	Create an Individualized Accommodation plan for employees who need accommodations at work due to a disability, and include how the company will provide the accommodations	Employees will work with Human Resources and with union representation (if requested) to create an accommodation plan. Confidentiality will be kept during the process. Schedules and timelines of accommodations will be discussed with the employee.
	January 1, 2016	Provide workplace information in accessible format, if request by employee	Includes: any information employees need to perform their jobs (e.g. job descriptions and manuals), workplace emergency and public safety information (e.g. maps, warning signs, evacuation routes, alerts, emergency plans and procedures, etc.), and general information that is available to all employees at work (e.g. company newsletters, bulletins about company health and safety information)
	January 1, 2017	Company will take into account the accessibility needs of the employee with disabilities when using its performance management, providing career development, and redeploying employees with disabilities	
	January 1, 2014	Create an Individualized Emergency Workplace Accommodation plan and process for those who need accommodations during an emergency at work	

Design of Public Spaces Standard	January 1, 2017	BWXT Canada will meet design standards for public spaces when making new buildings, building renovations, or public space modifications (e.g. parking lots, building entrances, etc.)	Parking spaces, waiting areas and service counters, outdoor pathways including ramps, etc. Keeping accessibility in mind when creating or renovating areas in and around the property
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