

APPENDIX 1: DC AND NDT MULTI-YEAR ACCESSIBILITY PLAN

Accessibility Plan and Policies for Diabetes Canada and National Diabetes Trust

This 2015-2020 accessibility plan outlines the policies and actions that Diabetes Canada and National Diabetes Trust will put in place to improve opportunities for people with disabilities.

Diabetes Canada (DC) and the National Diabetes Trust (NDT) are committed to treating all people in a way that allows them to maintain their dignity and independence. We are committed to ensuring that our services and programs are accessible to all members, volunteers and staff, including those with disabilities.

Accessible Emergency Information:

DC and NDT are committed to providing our employees, volunteers and other staff members with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training:

DC and NDT will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

DC and NDT have taken the following steps to ensure employees, volunteers and students are provided with the training needed to meet Ontario's accessible laws.

Develop training materials and train all staff, volunteers and students.

- Make available Accessible formats of training materials, when and/if requested by staff, volunteers and students.

Information and Communications

DC and NDT are committed to meeting the communication needs of people with disabilities. Upon request, DC and NDT will provide or arrange for the provision of accessible formats and communication support for persons with disabilities, ensuring that we consult with the person making the request in determining the suitable format to be used.

DC's existing websites are in compliance with WCAG 2.0, Level A. DC will develop and finalize a plan to achieve website and web content compliance to WCAG 2.0 Level AA by January 1, 2021.

Employment:

DC and NDT are committed to fair and accessible employment practices.

The following steps have been taken to notify the public and staff that, when requested, DC and NDT will accommodate people with disabilities during the recruitment and assessment process and when people are hired.

DC and NDT has incorporated in the Recruitment practice a notification to all job applicants (internal and external) notifying them that persons with disabilities will be accommodated upon request throughout the Recruitment process. Written notices will be included on all internal and external job postings/advertisements, on internet/intranet, bulletin boards in the workplace, auto responses and job descriptions.

The Human Resources Associate or designate has verbally notified and will continue to notify all candidates at the point of initial/first contact that DC and NDT will accommodate persons with disabilities upon request during the Recruitment process including assessments and interviews.

DC and NDT have developed steps and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

DC and NDT have updated and finalized Accommodation and Early and Safe Return to Work policies and procedures to formalize the process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

DC and NDT implemented and communicated the approved updated Accommodation and Early and Safe Return to Work policies and procedures to all employees.

DC and NDT will continue to ensure the accessibility needs of employees with disabilities are taken into account if DC and NDT are using performance management, career development and redeployment processes.

DC and NDT have incorporated accessibility policies in the Performance Management program and Redeployment practice to notify all employees with disabilities that they will be accommodated upon request throughout the employment relationship with DC and NDT.

Design of Public Spaces:

Facilities is leading this initiative along with the local management where we are moving locations to ensure that we are accommodating employees, customers and clients of DC/NDT.

For more information, please contact:

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