



ADVERTEK

GOING BEYOND INK

Accessibility Plan

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Version 1.0



Message from the CEO's

The Adverttek Inc. Accessibility Plan outlines the path our company will take in its' continuing effort to meet the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Regulation and complying with its' principles.

We are proud of our achievements thus far and remain committed to moving forward by focusing on raising awareness, staff training and providing accessible tools for people with disabilities in Ontario.

We are committed to support increased accessibility across the province through our donations to charities and non-profit organizations. A significant portion of our Plan is dedicated to preparing our staff to serve people of all abilities. Over the last few years, Adverttek has provided donations for initiatives focused on removing and preventing barriers for people with disabilities (*Autism Ontario Society, Canadian Cancer Society*). Our donations help support accessible environments including transportation and services for people with disabilities so that they can be active and involved in community life. We believe integrating and maintaining increased accessibility standards is a sound investment to ensure all have a chance to make a significant contribution to our communities and help build an inclusive, healthy and vibrant Ontario.

Simon Spina & Joe Montalbano (*Co-CEO's Adverttek Inc.*)

Multi-Year Accessibility Plan

Deadline	Act Section & Description	Action	Status	Responsibility
2018	<p>Part III: Employment Standards</p> <p>27. Workplace Emergency Response Information</p> <ul style="list-style-type: none"> • Provide individualized workplace emergency response information to employees who have a disability. • If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, we shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee. • The required information will be provided as soon as is practicable after we become aware of the need for accommodation due to the employee’s disability. • Individualized workplace emergency response information will be reviewed: <ul style="list-style-type: none"> a. when the employee moves to a different location in the organization, b. when the employee’s overall accommodations needs or plans are reviewed, and c. when we review our general emergency response policies 		Compliant	Human Resources Health & Safety Committee



<p>2019</p>	<p>Part I: General</p> <p>3. Establishment of Accessibility Policies</p> <ul style="list-style-type: none"> Develop, implement and maintain policies governing how Adverttek will achieve accessibility. <p>4. Accessibility Plans</p> <ul style="list-style-type: none"> Establish, implement, maintain and document a multi-year accessibility plan. Post the accessibility plan on our websites Provide the plan in an accessible format upon request. Review and update the accessibility plan at least once every five years. <p>6. Self-Serve Kiosks</p> <ul style="list-style-type: none"> Have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks. 	<p>Establish Integrated Standards Policy</p> <p>Develop a multi-year accessibility plan in consultation with the Accessibility Project Committee</p> <p>Identify all kiosks and consider accessibility requirements when procuring systems – None are currently in use at Adverttek.</p>	<p>Compliant & On-going</p>	<p>Accessibility Project Committee</p> <p>Information Systems</p>
<p>2019</p>	<p>Part II: Information and Communication Standards</p> <p>14. Accessibility Websites & Web Content</p> <ul style="list-style-type: none"> Make new Adverttek websites and web content conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 – Level A. 	<p>Adverttek website developers to review current websites and provide guidance to meet 2014 and 2021 requirements.</p> <p>Implement requirements to conform with WCAG 2.0 – Level A.</p>	<p>On-going</p>	<p>Accessibility Project Committee</p> <p>Information Systems</p>



<p>2020</p>	<p>Part I: General</p> <p>7. Training</p> <ul style="list-style-type: none"> • Ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to: <ol style="list-style-type: none"> a. all employees b. all persons who participate in developing the organization’s policies; and c. all other persons who provide goods, services or facilities on behalf of the organization. 	<p>Develop training program and a platform to deliver training to employees.</p> <p>Implement training program</p>	<p>Compliant</p>	<p>Accessibility Project Committee</p> <p>Human Resources</p>
<p>2020</p>	<p>Part II: Information and Communication Standards</p> <p>11. Feedback</p> <ul style="list-style-type: none"> • Ensure that the processes for receiving and responding to feedback are accessible to persons with disabilities. • Provide or arrange for accessible formats and communication support upon request. 	<p>Identify sources of internal and external feedback.</p> <p>Determine alternate formats.</p> <p>Review and update process as required.</p>	<p>Compliant</p>	<p>Accessibility Project Committee</p>
<p>2020</p>	<p>Part II: Information and Communication Standards</p> <p>12. Accessible Formats & Communication Support</p> <ul style="list-style-type: none"> • Upon request, provide or arrange for the provision of accessible formats and communication supports: <ol style="list-style-type: none"> a. in a timely manner taking into account the person’s accessibility needs due to disability 	<p>Review and update process for accessibility requests</p> <p>Identify suppliers for accessible formats</p> <p>Update websites to reflect accessible formats and communications support</p>	<p>On-going</p>	<p>Human Resources</p> <p>Accessibility Project Committee</p> <p>Information Technology</p>



	<p>and</p> <p>b. at a cost that is no more than the regular cost charged to other persons.</p> <ul style="list-style-type: none"> Consult with the person making the request in determining the suitability of an accessible format or communication support. Notify the public about the availability of accessible formats and communication supports 			
<p>2019</p>	<p>Part III: Employment Standards</p> <p>22. Recruitment – General</p> <ul style="list-style-type: none"> Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment processes. <p>23. Recruitment, Assessment or Selection Process</p> <ul style="list-style-type: none"> 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. If a selected applicant requests an accommodation, consult with the applicant and provide, or arrange for the provision of a, suitable accommodation in a manner taking into account the applicant’s accessibility needs 	<p>Review current recruitment processes and systems, and update as required.</p> <p>Review current recruitment processes and systems, and update as required.</p>	<p>Compliant & On-going</p>	<p>Human Resources Accessibility Project Committee</p>



	<p>24. Notice to Successful Applicants</p> <ul style="list-style-type: none"> In offers of employment, notify the successful applicant of Adverttek’s policies for accommodating employees with disabilities. <p>25. Informing Employees of Supports</p> <ul style="list-style-type: none"> Inform employees of 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 Provide the information to new employees as soon as is practicable after they begin their employment. Provide updated information to employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee’s accessibility needs. <p>26. Accessible Formats & Communication Supports for Employees</p> <ul style="list-style-type: none"> Consult with the employee to provide or arrange for the provision of accessible formats and communication supports for: <ol style="list-style-type: none"> Information that is needed in order to perform the employee’s job and 	<p>Review current recruitment processes and systems, and update as required.</p> <p>Review current communication and onboarding processes and update as required.</p> <p>Implement a process to inform employees of any changes to policies on job accommodations.</p> <p>Review current communication and onboarding processes and update as required.</p>		
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	<p>b. Information that is generally available to employees in the workplace.</p> <ul style="list-style-type: none"> • Consult with the employee making the request in determining the suitability of an accessible format or communication support. <p>28. Documented Individual Accommodation Plans</p> <p>Have a written process for the development of documented individual accommodation plans for employees with disabilities, which includes:</p> <ol style="list-style-type: none"> 1. Employee requesting accommodation can participate in the development of the individual accommodation plan. 2. Employee is assessed on an individual basis 3. Employer can request evaluations by outside medical or other expert at the employer's expense 4. Employee can request the participation of a representative from the workplace in the development of the accommodation plan. 5. Steps to protect the privacy of the employee's personal information. 6. Frequency with which the individual accommodation plan will be reviewed and updated, and how. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial 	<p>Review current process and update if required.</p>		
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	<p>31. Career Development & Advancement</p> <ul style="list-style-type: none"> Take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans <p>32. Redeployment</p> <ul style="list-style-type: none"> Take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans 	<p>N/A - Adverttek does not have a formal Career Development & Advancement process in place</p> <p>N/A - Adverttek does not have a formal Redeployment process in place</p>		
<p>2020</p>	<p>Part IV.1: Design of Public Spaces Standard</p> <p>80.1 – 80.44 Public Spaces</p> <p>Adverttek will focus on removing barriers in our buildings and public spaces when applicable:</p> <p>Buildings – As of January 1, 2019, new construction and renovations will reflect updated accessibility requirements as outlined by Ontario’s Building Code.</p> <p>Public Spaces - redesigned to meet accessibility standard where there is new construction and major changes to existing features including:</p> <ul style="list-style-type: none"> Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals Accessible parking Service-related elements like Reception counters and waiting areas Maintenance and restoration of public spaces. 	<p>Review accessibility in our facilities</p> <p>Implement a plan to update as required</p> <p>N/A – Adverttek does not own or manage any public spaces other than building access and shared parking lot</p>	<p>Ongoing</p>	<p>Accessibility Project Committee</p>



2021	<p>Part II: Information & Communications Standards</p> <p>14. Accessible website and web Content</p> <ul style="list-style-type: none"> • Make Adverttek website and web content conform with the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 = Level AA (excluding success criteria 1.2.4 and 1.2.5 as outlined 	Implement requirements to conform with WCAG 2.0 – Level AA	Ongoing	<p>Accessibility Project Committee</p> <p>Information Systems</p>



For More Information

For more information on this accessibility plan, please contact Simon Spina at 905-265-1165 ext. 225

or Email: sspina@adverttekprinting.com

www.adverttekprinting.com

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Standard and accessible formats of this document are free upon request from Simon Spina.

