



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan

Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	ROCKWOOL's policy and multi-year accessibility plan regarding the requirements on the Integrated Accessibility Standards are available to the public on our Accessibility webpage	Complete	January 1, 2014
3	Page 8	3.(2) Obligated organizations, other than small organizations, shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.	ROCKWOOL's policy addresses this	Complete	January 1, 2015
3	Page 8	3.(3) Large organizations shall, a) prepare one or more written documents describing its policies; and b) make the documents publicly available, and shall provide them in an accessible format upon request.	ROCKWOOL's policy and MYAP addresses this	Complete	January 1, 2015
4	Accessibility Plans	4.(1) Large organizations shall, a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;	ROCKWOOL's multi-year accessibility plan regarding the requirements on the Integrated Accessibility Standards are available on our Accessibility webpage	Complete	January 1, 2014

		<ul style="list-style-type: none">b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; andc) review and update the accessibility plan at least once every five years.	HR will review every 5 years at a minimum or as changes are made under the Integrated Accessibility Compliance deadlines within this multi-year accessibility plan.		
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6	Self-Serve Kiosks. "Kiosk" means an interactive electronic terminal.	6.(2) Large organizations and small organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	ROCKWOOL has ensured accessible design and placement of our Kiosks in accordance with this section of the legislation.	Complete	January 1, 2014
6	Page 20	6.(4) Large organizations shall meet the requirements under subsection (2) as of January 1, 2014		Complete	January 1, 2014
7	Training	7.(1) Every obligated organization shall 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, (a) all employees, and volunteers; (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.	ROCKWOOL has developed a training plan which meets the requirements under this section	Complete Ongoing Training is coordinated as necessary	January 1, 2015
7	Page 23	7.(2) The training on the requirements of the accessibility standards and on the Human Rights Code referred to in subsection (1) shall be appropriate to the duties of the employees, volunteers and other persons.	ROCKWOOL provides training which is appropriate for the individuals receiving it.	Complete	January 1, 2015
7	Page 23	7.(3) Every person referred to in subsection (1) shall be trained as practicable.	ROCKWOOL complies with this requirement	Complete and ongoing	January 1, 2015
7	Page 23	7.(4) Every obligated organization shall provide training in respect of any changes to the policies described in section 3 on an ongoing basis.	ROCKWOOL provides training regarding any significant changes to the policies. (Impact in terms of the policy's application).	Ongoing as necessary	January 1, 2015
7	Page 23	7.(5) Large organizations shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to	ROCKWOOL keeps training records for all Accessibility training	Ongoing as necessary	January 1, 2015

		whom it is provided			
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PART II – Information and Communications Standards

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	ROCKWOOL has developed a process for receiving and responding to feedback and will provide or arrange for accessible formats upon request.	Complete	January 1, 2015
12	Accessible Formats & Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	ROCKWOOL will provide or arrange for accessible formats and communication supports for persons with disabilities upon request.	Complete and ongoing as necessary	January 1, 2016
12	Page 38	12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	ROCKWOOL meets this requirement.	Complete and ongoing as necessary	January 1, 2016
12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	ROCKWOOL meets this requirement.	Complete and ongoing as necessary	January 1, 2016
13	Emergency Procedures,	13.(1) In addition to its obligations under section 12, if an obligated organization	Not applicable at this time.	N/A	January 1, 2012

	Plans or Public Safety Info	prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.			
14	Accessible Websites & Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	<p>ROCKWOOL will develop a plan to ensure any new internet websites and new web content meet the requirements under this section by the compliance deadline.</p> <p>ROCKWOOL will develop a plan to ensure all internet websites (Not applicable to Intranets) and web content meet the requirements under this section by the compliance deadline.</p>	<p>Complete</p> <p>In-progress</p>	<p>January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A.</p> <p>January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA, other than,</p> <ul style="list-style-type: none"> • success criteria 1.2.4 Captions (Live) • success criteria 1.2.5 Audio Descriptions (Pre-recorded).
14	Page 48	14.(5) Except where meeting the requirement is not practicable, this section applies, to websites and web content, including web-based applications, than an organization		Complete?	January 1, 2014

		controls directly or through a contractual relationship that allows for modification of the product; and to web content published on a website after January 1, 2012.			
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PART III – Employment Standard

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	ROCKWOOL meets this requirement.	Complete	January 1, 2016
23	Recruitment, Assessment or Selection Process	23.(1) During a recruitment process, an employer shall 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. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
25	Informing Employees of	25.(1) Every employer shall inform its employees of its policies used to support its	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016

	Supports	employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.			
25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
25	Page 82	25.(3)Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	ROCKWOOL meets this requirement	Complete and ongoing	January 1, 2016
26	Accessible Formats & Communication Supports for Employees	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) information that is needed in order to perform the employee's job; and (b) information that is generally available to employees in the workplace.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
26	Page 84	26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016

27	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	ROCKWOOL has communicated with regard to this requirement. Whenever applicable, ROCKWOOL will meet the requirements under this section.	Complete	January 1, 2012
27		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	ROCKWOOL has communicated with regard to this requirement. Whenever applicable, ROCKWOOL will meet the requirements under this section.	Complete	January 1, 2012
27		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	ROCKWOOL has communicated with regard to this requirement. Whenever applicable, ROCKWOOL will meet the requirements under this section.	Complete	January 1, 2012
27		(4) Every employer shall review the individualized workplace emergency response information, (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 the employer reviews its general emergency response policies.	ROCKWOOL has communicated with regard to this requirement. Whenever applicable, ROCKWOOL will meet the requirements under this section.	Complete	January 1, 2012
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016

		accommodation plans for employees with disabilities.			
28	Page 92	<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016

		<p>7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
28	Page 93	<p>28.(3) Individual accommodation plans shall,</p> <p>a) if requested, include any information regarding accessible formats and communications supports provided, as described in section 26.</p> <p>b) if required, include individualized workplace emergency response information, as described in section 27; and</p> <p>c) identify any other accommodation that is to be provided.</p>	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall 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; and</p> <p>(b) shall document the process.</p>	ROCKWOOL meets this requirement.	Complete	January 1, 2016
29		<p>29. (2) The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented</p>	ROCKWOOL meets this requirement.	Complete	January 1, 2016

		accommodation plans, as described in section 28, as part of the process.			
29		29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.	ROCKWOOL meets this requirement.	Complete	January 1, 2016
30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall 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.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
30	Page 100	30.(2) In this section, “performance management” means activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.		Complete	January 1, 2016
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
31	Page 102	31.(2) In this section, “career development and advancement” includes providing additional responsibilities within an employee’s current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee		Complete	January 1, 2016

		movement, is usually based on merit or seniority, or a combination of them.			
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	ROCKWOOL meets this requirement.	Complete and ongoing	January 1, 2016
32	Page 104	32.(2) In this section, "redeployment" means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.		Complete	January 1, 2016