

Year	AODA Standards	Deliverables	Activities	Complete	In Progress	Ongoing
2012	Policies, Practices and Procedures <ul style="list-style-type: none"> Establish policies, practices, and procedures on providing goods or services to persons with disabilities according to the principles set out in the regulation Create document describing policies, procedures, and practices; provide upon request in alternative format 	<ul style="list-style-type: none"> Establish company AODA policy Ensure document developed is accessible Post policy on website 	<ul style="list-style-type: none"> Policy written, approved, and posted on company website 	X		X
2012	Communication <ul style="list-style-type: none"> Must communicate with a person with a disability in a manner that considers their disability 	<ul style="list-style-type: none"> Include in AODA policy Include in online training 	<ul style="list-style-type: none"> Certificate required for online training completion 	X		X
2012	Use of Service Animals and Support Persons <ul style="list-style-type: none"> Establish policies and procedures around a person with a disability being accompanied by a service animal or support person Create document describing policies and procedures; provide upon request 	<ul style="list-style-type: none"> Train employees about this policy 	<ul style="list-style-type: none"> Continued commitment on communicating this obligation 	X		X
2012	Training for Staff <ul style="list-style-type: none"> Provide training to employees, volunteers, agents/contractors who deal with the public or other third parties that act on behalf of CaTECH Systems, as well as employees involved in development and approval of customer service policies, practices, and procedures Create document describing policies and procedures; provide upon request Provide training on ongoing basis to reflect changes to policies, practices, and procedures Keep records of training provided 	<ul style="list-style-type: none"> Develop AODA training policy Develop training Inform management and request adoption of training delivery Develop process to provide training on an on-going basis Develop process to keep records of training, dates and people trained 	<ul style="list-style-type: none"> Develop online training with outside provider Senior management requested to communicate obligation for required employees to complete training 	X		X

2012	Feedback Process <ul style="list-style-type: none"> Establish policies for receiving and responding to feedback; make information about process available publicly Create document describing process 	<ul style="list-style-type: none"> Establish process and post on website 	<ul style="list-style-type: none"> Established process 	X		
2012	Notice of Availability of Documents <ul style="list-style-type: none"> Notify persons that the documents covered by this regulation are available upon request by posting on website or other reasonable method 	<ul style="list-style-type: none"> Include required notice on AODA policy regarding documents produced by AODA Officer 	<ul style="list-style-type: none"> Statement included in AODA policy 	X		
2012	Format of Documents <ul style="list-style-type: none"> Alternative format of documents covered by this regulation must take into account person's disability 	<ul style="list-style-type: none"> All documents produced to be in an accessible digital format 	<ul style="list-style-type: none"> Commitment from CaTECH Systems to ensure all material developed is in an accessible digital format 	X		X
2013	Workplace Emergency Response Information <ul style="list-style-type: none"> Provide individualized workplace emergency response information to employees who have a disability as necessary 	<ul style="list-style-type: none"> Update Emergency Procedure Manual Ensure employees who have a disability understand their individual emergency response information 	<ul style="list-style-type: none"> Updated Manual Confirmed employees who have a disability understand what to do in an emergency 	X		X
2013	Accessibility Policies <ul style="list-style-type: none"> Develop, implement, and maintain policies about what CaTECH Systems Ltd. will do to meet the IASR requirements and become more accessible 	<ul style="list-style-type: none"> Prepare a policy 	<ul style="list-style-type: none"> Prepared policy Posted on website, ensuring document is in accessible digital format 	X		X
2013	Multi-Year Accessibility Plans <ul style="list-style-type: none"> Create multi-year plan outlining strategic direction to prevent and remove barriers, post plan, and make accessible 	<ul style="list-style-type: none"> Prepare multi-year plan 	<ul style="list-style-type: none"> Prepared multi-year plan 			
2013	New Internet Websites and Web Content <ul style="list-style-type: none"> Conform to WCAG 2.0, initially Level A 	<ul style="list-style-type: none"> Website content is Level A compliant Website content is accessible 	<ul style="list-style-type: none"> Ensure website, web content and web applications are Level A compliant 	X		X

2014	Training <ul style="list-style-type: none"> • Train all employees, persons developing policies and all others providing services on behalf of CaTECH Systems Ltd. on requirements of IASR standards • Provide ongoing training regarding changes • Keep records of training, dates trained, and numbers trained 	<ul style="list-style-type: none"> • Source training to meet requirements 	<ul style="list-style-type: none"> • Secure training to meet obligations • Communicate training requirements to all employees • Ensure training is available in accessible format • Ensure completion of training is tracked • Develop strategy to ensure compliance of all employees 	X		X
2014	Accessible Feedback Process <ul style="list-style-type: none"> • Ensure feedback processes are accessible by providing accessible formats or arranging communication supports, upon request 	<ul style="list-style-type: none"> • Feedback process established under AODA policy 	<ul style="list-style-type: none"> • Feedback process created/revised • Develop communication strategy to ensure all employees are aware of feedback process 	X		X
2015	Recruitment <ul style="list-style-type: none"> • Notify applicants about the availability of accommodation • Notify applicants selected in hiring process that accommodations are available upon request in relation to material or process to be used • Consult with applicant or arrange to provide the accommodation 	<ul style="list-style-type: none"> • Prepare communication to notify potential applicants about accommodation process • Consult with potential applicants when a request is made • Accommodate applicants during the hiring process, upon request 	<ul style="list-style-type: none"> • Include accommodation communication in all recruitment ads and hiring process • Include AODA clause in all employment agreements 	X		X
2015	Employee Accommodation <ul style="list-style-type: none"> • Inform employees of policies used to support employees with disabilities, including policies on providing job accommodation 	<ul style="list-style-type: none"> • Develop written process for individualized accommodation plans (IAP) 	<ul style="list-style-type: none"> • Create template for Employee Accommodation Process in AODO and IASP. 	X		X

	<ul style="list-style-type: none"> Develop a written process for developing documented individual accommodation plan 		<ul style="list-style-type: none"> Prepare communication to communicate obligation to all employees Develop a written process for IAP 			
2015	Employee Returning to Work <ul style="list-style-type: none"> Establish a documented return-to-work process Process to facilitate RTW and document IAP 	<ul style="list-style-type: none"> Prepare a documented RTW process in place Incorporate IAP in RTW process 	<ul style="list-style-type: none"> Establish RTW Process Incorporate IAP into RTW process Communicate to all employees 	X		X
2015	Performance Management, Career Development and Redeployment <ul style="list-style-type: none"> Take into account disability and accommodation plan when using performance management, when redeploying employees 	<ul style="list-style-type: none"> Prepare document outlining process to ensure IAP is involved during performance management and redeployment 	<ul style="list-style-type: none"> Revise internal policies related to performance management, career development, and redeployment Communicate to all employees in an accessible format 	X		
2015	Accessible Formats and Communication Supports <ul style="list-style-type: none"> Arrange for accessible formats and communications supports 	<ul style="list-style-type: none"> Prepare a process to facilitate this obligation 	<ul style="list-style-type: none"> Communicate to all employees in an accessible format 	X		
2016-2020	Policies, Practices and Procedures <ul style="list-style-type: none"> Continue to adhere to policies, practices, and procedures on providing goods or services to persons with disabilities according to the principles set out in the regulation Continue to make available document describing policies, procedures, and practices; provide upon request in alternative format 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 			X
2016-2020	Communication	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 			X

	<ul style="list-style-type: none"> • Must communicate with a person with a disability in a manner that considers their disability 					
2016-2020	Use of Service Animals and Support Persons <ul style="list-style-type: none"> • Continue to adhere to policies and procedures around a person with a disability being accompanied by a service animal or support person • Continue to make available document describing policies and procedures; provide upon request 	•	•			
2016-2020	Training for Staff <ul style="list-style-type: none"> • Continue to provide training to employees, volunteers, agents/contractors who deal with the public or other third parties that act on behalf of CaTECH Systems, as well as employees involved in development and approval of customer service policies, practices, and procedures • Continue to make available document describing policies and procedures; provide upon request • Continue to provide training on ongoing basis to reflect changes to policies, practices, and procedures • Keep records of training provided 	•	•			X
2016-2020	Feedback Process <ul style="list-style-type: none"> • Establish policies for receiving and responding to feedback; make information about process available publicly • Create document describing process 	•	•			X
2016-2020	Notice of Availability of Documents <ul style="list-style-type: none"> • Notify persons that the documents covered by this regulation are available 	•	•			X

	upon request by posting on website or other reasonable method					
2016-2020	Format of Documents <ul style="list-style-type: none"> Continue to provide an alternative format of documents covered by this regulation must take into account person's disability 	•	•			X
2016-2020	Workplace Emergency Response Information <ul style="list-style-type: none"> Continue to provide individualized workplace emergency response information to employees who have a disability as necessary 	•	•			X
2016-2020	Accessibility Policies <ul style="list-style-type: none"> Continue to implement CaTECH Systems Ltd. AODA Policy 	•	•			X
2016-2020-	New Internet Websites and Web Content <ul style="list-style-type: none"> Continue to conform to WCAG 2.0, initially Level A 	•	•			X
2016-2020	Recruitment <ul style="list-style-type: none"> Continue to notify applicants about the availability of accommodation Continue to notify applicants selected in hiring process that accommodations are available upon request in relation to material or process to be used Consult with applicant or arrange to provide the accommodation 	•	•			X
2016-2020	Employee Accommodation <ul style="list-style-type: none"> Continue to Inform employees of policies used to support employees with disabilities, including policies on providing job accommodation Continue to make available documented individual accommodation plans 	•	•			X
2016-2020	Employee Returning to Work <ul style="list-style-type: none"> 	•	•			X

	<ul style="list-style-type: none"> Continue to implement the documented return-to- work process Continue to process to facilitate RTW and document IAP 					
2016-2020	Performance Management, Career Development and Redeployment <ul style="list-style-type: none"> Continue to take into account disability and accommodation plan when using performance management, when redeploying employees 	•	•			X
2016-2020	Accessible Formats and Communication Supports <ul style="list-style-type: none"> Continue to arrange for accessible formats and communications supports 	•	•			X
By 2021	All public (external) websites and web content published after Jan 1, 2012 <ul style="list-style-type: none"> Conform to WCAG 2.0, Level AA 	<ul style="list-style-type: none"> Website content is Level AA compliant Website content is accessible 	<ul style="list-style-type: none"> Ensure website, web content, and web applications are Level AA compliant 	X	X	X