

Cedar Brae Golf Club

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.	Completed	Ongoing	January 1, 2014
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; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	Drafted / Complete Completed Ongoing	Ongoing	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.	Ongoing	On target	January 1, 2015

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.	Completed Available on website	On track	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.	Determine what accessible formats and communication supports we will provide to persons with disabilities upon request. (i.e. large print, PDF, verbal, electronic). Ensure these formats and supports can be provided in a timely manner (Same time or within 2 business days) We do not charge for alternative forms of information.	Ongoing	January 1, 2016
12		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Communicate to staff and management this requirement – will be part of training.	Ongoing	January 1, 2016
12		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Plan is posted on website	Ongoing	January 1, 2016
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.	IT to advise and monitor website changes.	Ongoing	After January 1, 2014 New Internet websites and web content on those sites must conform with WCAG 2.0 Level A.

					<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).
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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.	<p>We will include the following statement in all our job ads and job fairs: “We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.”</p> <p>Review where this should appear on our Job Application form.</p>	On Track	January 1, 2016
23	Recruitment, Assessment or Selection Process	<p>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.</p> <p>(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.</p>	<p>We will notify applicants selected to participate in our assessment and selection process that accommodations are available – via telephone or email.</p> <p>Interviews will identify barriers: location of interview room, format of tests, room set-up for in-person interviews, interviewing timelines, supports, paperwork and will work with candidate regarding accommodation requests.</p> <p>Look into Accessible Interview checklist</p>	On track	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
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.	All job offers will inform successful candidates of our policies for accommodating employees with disabilities.	On track	January 1, 2016
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its 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 due to disability.	Employees will be informed through policy circulation and training.	On track	January 1, 2016
25		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Employees will be informed as soon as practicable after beginning employment.	On track	January 1, 2016
25		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.	Updated policies will be circulated to employees	On track	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.	Greens Pro Shop House Food & Beverage\Administration Will consult with each department to determine materials relevant to jobs. Identify information that is generally available to all employees. Once a) and b) have been identified- explore different formats.	On track	January 1, 2016
26		26.2 The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support	Employees will be consulted on accessible formats and communication supports. Communication supports that may be available are: large print, accessible PDFs, softcopy, verbal	Ongoing	January 1, 2016

Section	Initiative	Description	Action	Status	Compliance Date
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.	<p>Employees are encouraged to talk to their manager.</p> <p>Memo to employees</p> <ul style="list-style-type: none"> - Identification of Potential Barriers during an Emergency Response. - Individual Employee Response Information Form. <p>Add section regarding Workplace Emergency Response Information to Employee Manual to 2016.</p>	Ongoing	January 1, 2012
27		(2) If an employee who received 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.	Part of process with employee's consent		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.	Information will be provided to employees as soon as the need for accommodation has become known.	Ongoing	January 1, 2012
27		(4) Every employer shall review the individualized workplace emergency response information, <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 the employer reviews its general emergency response policies. 	Individualized workplace response information will be reviewed when any change occurs that impacts the employee with the disability.	Complete	January 2, 2012

Section	Initiative	Description	Action	Status	Compliance Date
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 accommodation plans for employees with disabilities.	Accommodation Process – will be included in the Employee Manual in 2016 Functional Capacity Assessment Form Individual Accommodation Plan	On track	January 1, 2016
28		28.(2) The process for the development of documented individual accommodation plans shall include the following elements: 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 steps taken to protect the privacy of the employee's personal information. 5. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 6. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 7. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.	The process established in Employee Manual. The Accommodation Process, meets all elements in section 28 (2).	On track	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>	<p>Return to Work Process</p> <p>Will be included in the 2016 Employee Manual update.</p>	On track	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 accommodation plans, as described in section 28, as part of the process.</p>	Job Task Analysis Form	Drafted	January 1, 2016
29		<p>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.</p>	RTW process established under Section 29 (1) and (2) does not override WSIB		January 1, 2016
30	Performance Management	<p>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.</p>	Need to keep individual accommodation plan in mind when performance management evaluations are done.	On track	January 1, 2016
31	Career Development & Advancement	<p>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.</p>	Need to keep individual accommodation plan in mind as system is being developed.	On track	January 1, 2016

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.	Need to keep individual accommodation plan in mind as system is being developed.	On track	January 1, 2016
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