

BIRD CONSTRUCTION MULTI-YEAR ACCESSIBILITY PLAN

Accessibility Plan and Policies for: Bird Construction

This 2014-2021 accessibility plan outlines the policies and actions that Bird Construction will put in place to improve opportunities for people with disabilities.

We will review and update our accessibility plan every five years.

Statement of Commitment

Bird Construction is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

Bird Construction is committed to providing employees with disabilities with individualized emergency response information when necessary. The individual's disability will be taken into account when creating the plan(s). We will provide this information as soon as practicable after becoming aware of the need for accommodation. In addition, emergency procedures will be made available in an accessible format upon request.

Training

Bird Construction 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.

We will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2015:

- Train existing staff on the Integrated Accessibility Standards Regulation (i.e. Information & Communication and Employment) and disability-related obligations under the Ontario Human Rights Code.
- Amend existing AODA training material to include information on the Integrated Accessibility Standards Regulation (i.e. Information & Communication and Employment) and disability-related obligations under the Ontario Human Rights Code.

The training material will be presented to new employees during the Orientation process.

- Make training material, our accessibility policies and other relevant information about accessibility available to employees on an Accessibility page on SharePoint.
- Updates and changes to our accessibility policies will be communicated to employees via e-mail.

Information & Communications

Bird Construction is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Feedback

We have reviewed existing methods for providing both customer and employee feedback across the organization and determined what accessible formats and communication supports are available upon request to people with disabilities. Customers and employees are able to provide feedback in a variety of ways such as e-mail, on-line and print surveys, phone and by mail.

We will continue to ensure that feedback processes are accessible for persons with disabilities.

Accessible Formats & Communication Supports

We will take the following steps to make sure publicly available information is made accessible upon request by January 1, 2016:

- Notify the public and provide upon request, accessible formats and supports for people with disabilities in a timely manner and at no additional cost to others.
- Consult with the person making the request to determine the suitability of the accessible format or communication support.
- We will provide or arrange for the provision of accessible formats and communication supports for people with disabilities in a timely manner. If information cannot be converted into an accessible format, we will provide an explanation to the person who made the request.

Website Accessibility

We will ensure that new web content published to the website from January 1, 2014 onwards will conform to WCAG 2.0, Level A. We will ensure that all web content will conform to WCAG 2.0, Level AA by January 1, 2021.

Employment

Bird Construction is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, Bird Construction will accommodate people with disabilities during the recruitment and selection processes by January 1, 2016:

- Inform applicants that we will meet disability-related accommodation needs/requests on the Careers section of the website, external job postings and internal job postings for Ontario positions.
- Inform applicants selected for an interview that we will meet disability-related accommodation needs/requests. This will be done via telephone or email when the interview date and details are confirmed with the applicant.
- Inform successful candidates of our policies for accommodating people with disabilities at the employment offer stage.
- Inform employees and new hires of our policies to support employees with disabilities and keep employees up to date on changes to these policies. This information will be made available via the Employee SharePoint Portal and the New Employee Orientation program.

We will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to disability by January 1, 2016:

- Create and document individualized accommodation plans for employees with disabilities who are returning to work from a disability-related absence.
- Create and document individualized accommodation plans for employees with disabilities who request accommodation.
- Consult with the employee to create an individualized accommodation plan that meets his/her needs upon request by the employee. The plan(s) shall:
 - If requested, include any information regarding accessible formats and communications supports provided.
 - If required, include individualized workplace emergency response information.
 - Identify any other accommodation that is to be provided.

We will take the following steps to ensure the accessibility needs of employees with disabilities are taken into account when using performance management, career development and redeployment processes by January 1, 2016:

- Have documents related to performance management, such as performance plans, available in accessible formats.

- Review an employee's individual accommodation plan to understand the employee's accommodation needs and determine whether it needs adjusting to improve his/her performance on the job.
- Review an employee's individual accommodation plan to learn what adjustments may be needed for new responsibilities with regards to career development and advancement opportunities.
- Provide informal and formal coaching and feedback where necessary in a manner that takes into account an employee's disability.
- Consider the accessibility needs of employees with disabilities when moving them to other positions or projects, so that employees can continue to have their accommodation needs met.

For More Information

For more information on this accessibility plan, please contact Kristin Everts-Clark, Human Resources Manager at:

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This document can be made available in an accessible format upon request.