

**ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005
INTEGRATED ACCESSIBILITY STANDARDS – Multi Year Plan – Cimpress Windsor**

**** Applicable to the Cimpress Windsor Facility in accordance with the Accessibility for Ontarians with Disabilities Act, 2005**

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.	Reviewed and approved	Complete	January 1, 2014
4	Accessibility Plans	<p>4.(1) Large organizations shall,</p> <p>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;</p> <p>b) Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) Review and update the accessibility plan at least once every five years.</p>	<p>a) Reviewed and approved</p> <p>b) Multi-year Accessibility Plan posted on www.cimpress.com website</p> <p>c) Cimpress Windsor will review the accessibility plan once every five years</p>	Complete	January 1, 2014

6	Self-Serve Kiosks	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.	ATM Instant Cash Kiosk meets Accessibility Standards	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.	Training Requirement is fulfilled in the Mandatory Legislative Compliance Training which completed once a year and includes all Team Members In addition, New Hire Orientation covers aspects of the AODA requirements	Complete	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.	The Feedback requirement is included in Cimpress Windsor’s Integrated Accessibility Standards Policy	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.	Accessible Formats & Communication Supports is included in Cimpress Windsor’s Integrated Accessibility Standards Policy (Applicable to #12-1-2)		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.	This policy commitment is included in Cimpress Windsor Corporation’s notice of compliance with the AODA, which is posted in the entrance foyer at Cimpress Windsor		January 1, 2016

12		12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	This notice to the public is included in Cimpress Windsor Corporation's notice of compliance with the AODA, which is posted in the entrance foyer at Cimpress Windsor		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.	Cimpress' Windsor Corporation does not control the parent company's websites (www.vistaprint.ca and www.cimpress.com); as they are controlled by companies operating out of the Netherlands. Therefore, this requirement is not applicable to Cimpress Windsor.	Not Applicable to Cimpress Windsor	January 1, 2014 New internet websites and web content on those sites must conform with WCAG 2.0 Level A. January 1, 2021 All internet websites and web content must conform with WCAG 2.0 Level AA,

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.	Cimpress Windsor has satisfied the Recruitment Employment Standard Recruitment by ensuring accommodation details are specified in all Recruitment and Selection Process including internal and external employment postings	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.	Cimpress Windsor includes accommodation details in the scheduling of interviews with job applicants. If an accommodation is requested, the Recruiter will arrange for suitable accommodation to fulfill this requirement.	Complete	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.	Cimpress Windsor has included details regarding its accommodation policies in Offer of Employment Letters.	Complete	January 1, 2016

25	Informing Employees of Supports	<p>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.</p> <p>25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment</p> <p>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</p>	<p>Include this in the annual compliance training as well as New Hire Orientation</p> <p>Informing new employees of supports and accommodations is included in their offer letter. In addition to the AODA training covered in Orientation and the Mandatory Compliance Training facilitated yearly</p> <p>See section above.</p>	Complete	January 1, 2016

26	Accessible Formats & Communication Supports for Employees	<p>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,</p> <p>(a) information that is needed in order to perform the employee’s job; and</p> <p>(b) Information that is generally available to employees in the workplace.</p> <p>26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.</p>	<p>Disability Accommodation Policy completed February, 2013</p> <p>Accessible Formats & Communication Supports for Employees are included in Cimpres Windsor’s Integrated Accessibility Standards Policy</p>	Complete	January 1, 2016
	Workplace Emergency Response Information	<p>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>	<p>The Workplace Emergency Response Information is included in the Individualized Emergency Response Information Policy and associated Appendix A & B (Individualized Emergency Response Worksheet, and Individualized Emergency Response Information Form)</p>	Complete	January 1, 2012

27		<p>(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.</p> <p>(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.</p> <p>4) Every employer shall review the individualized workplace emergency response information,</p> <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 	#2-4- Please refer to Cimpress Windsor's Early & Safe Return to Work Policy		
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.	Disability Accommodation Policy completed February, 2013	Complete	January 1, 2016
		28 (2) The process for the development of documented individual accommodation plans shall include the following elements:	Disability Accommodation Policy completed February, 2013	Complete	January 1, 2016

		<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.7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.			
--	--	--	--	--	--

		<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>			
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>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> <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>	<p>Disability Accommodation Policy, Sick & Accident Policy (February 2013)</p> <p>Early & Safe Return to Work Policy</p>	Complete	January 1, 2016
		<p>30.(1) An employer that uses performance</p>			

30	Performance Management	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.	Performance Management is included in Cimpress Windsor's Integrated Accessibility Standards Policy	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.	Career Development & Advancement is included in Cimpress Windsor's Integrated Accessibility Standards Policy	Complete	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.	Redeployment is included in Cimpress Windsor's Integrated Accessibility Standards Policy	Complete	January 1, 2016
33	Design of Public Spaces	Cimpress will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Relevant spaces include: <ul style="list-style-type: none"> • Service-related elements like service counters, fixed queuing lines and waiting areas, parking lots, public outdoor paths of travel. 	Design of Public Spaces is included in Cimpress Windsor's Integrated Accessibility Policy	Complete	January 1, 2017