
Multi-Year Accessibility Plan Requirement

[Regulation 191/11: Integrated Accessibility Standards](#) under the [Accessibility for Ontarians with Disabilities Act, 2005](#) requires organizations to create multi-year accessibility plans, update them at least once every five years and post them on their websites if they have one. An accessibility plan outlines what steps an organization will take to prevent and remove barriers to accessibility and when it will do so.

The law is flexible, so you can develop your accessibility plan in a way that works best for your organization. There is no right or wrong way. This form includes sample information to help you comply with section 4 of the [Regulation](#).

This section applies to the Government of Ontario, Legislative Assembly of Ontario, Designated Public Sector organizations as well as business/non-profit organizations with 50 or more employees.

General Disclaimer

This document is provided for general information only as a sample reference to assist organizations in meeting their obligations under the *Accessibility for Ontarians with Disabilities Act, 2005*. Each organization is responsible for understanding and complying with its legal obligations and developing its own policies, procedures and material based on its particular situation. Users are encouraged to seek independent advice and the Government of Ontario, in providing public information on accessibility is not responsible for its usage.

Sample Plan

Message from the CEO

At Paradigm Electronics Inc. we are committed to making every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity, with the Accessibility for Ontarians with Disabilities Act as no exception. We in fact employ 2 team members who need accommodation on a daily basis and we look to them for inspiration, input and feedback for the continuous improvement of our workplace.

Introduction

We at Paradigm Electronics Inc. are committed to fulfilling our requirements under the AODA. As part of our AODA policy which is posted in the front lobby of your workplace, we will ensure that this policy and supporting programs are implemented and maintained, that all workers and supervisors have the appropriate information and instruction to assist visitors and customers. We provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers and any customers that provide feedback will receive acknowledgment of their feedback with any resulting actions based on concerns or complaints that were submitted.

As part of our values, helping each other throughout the business and beyond, supporting, challenging, and holding each other accountable so that we can be the best. We celebrate diversity and inclusion through our workforce with gatherings on the various holiday festivals throughout the year (Chinese New Year, Diwali and Ramadan) just to name a few.

Name of Organization

strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

Name of Organization

is committed to fulfilling our requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities.

Our plan shows how we will play our role in making Ontario an accessible province for all Ontarians.

The plan is reviewed and updated at least once every 5 years.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

Section 1. Past Achievements to Remove and Prevent Barriers

In this section, you have the opportunity to highlight specific projects and programs your organization has implemented to improve accessibility for people with disabilities and to meet requirements of the *Accessibility for Ontarians with Disabilities Act*. Under each heading, add an introductory paragraph, if you wish, and provide information in bullets. You may also want to add a paragraph describing the corporate approach to addressing barriers. Disregard any headings that do not apply.

has completed the following accessibility initiatives.

Customer Service

Provide information detailing actions your organization took to comply with the customer services standard. Include a statement confirming that your organization has remained in compliance with the Customer Service Standards, how customer feedback was submitted, actions to address the feedback received and actions your organization took to identify/address potential barriers that may prevent people from giving feedback.

Detail actions and list initiatives from past years.

We offer multiple avenues to help assist our consumers in receiving the support that is required. Consumers are able to visit our website, reach us by phone, email, and in person to have their questions, concerns and needs addressed. A survey is available to collect feedback to ensure that we meet the needs and expectations of our consumers.

Information and Communications

Detail actions and list initiatives from past years.

Review of our AODA policy which was last updated in March of 2023, which is posted in our workplace along with a mass communication to our team members.

Employment

Detail actions and list initiatives from past years.

We are continuously updating our job postings, in which all postings have a provision to indicate any accommodations that a candidate who is applying for a position may need and can request during the selection process.

Procurement

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

Self-service kiosks

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

Training

List initiatives from past years, if applicable.

Design of Public Spaces

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

Transportation

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

Other

If your organization implemented initiatives that do not apply to any of the above headings, please list them here.

Section 2. Strategies and Actions

Identify the projects and programs your organization plans to accomplish to meet the requirements of the *Accessibility for Ontarians with Disabilities Act* and to remove and prevent barriers to people with disabilities.

Customer Service

Name of Organization

is committed to providing accessible customer service to people with disabilities. This means that we will provide goods, services and facilities to people with disabilities with the same high quality and timeliness as others.

List the initiatives your organization is planning to continue in order to comply with the Customer Service Standard (e.g., training new staff) and specify the timeframe for each.

[Review of our AODA policy along with all other policies like Workplace Violence & Harassment to be done on an annual basis.](#)

Information and Communications

Name of Organization

is committed to making our information and communications accessible to people with disabilities.

List the initiatives your organization is planning and specify the timeframe for each.

[Updates on our website to be compliant to AODA standards, including a plan to revamp our current website.](#)

Employment

Name of Organization

is committed to fair and accessible employment practices.

List the initiatives your organization is planning and specify the timeframe for each.

[Review and update our current accommodations provision in our job descriptions as needed.](#)

Procurement

Name of Organization

is committed to fair and accessible employment practices.

List the initiatives your organization is planning and specify the timeframe for each, if applicable.

Self-service kiosks

Name of Organization

is committed to incorporating accessibility features/ considering accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

If applicable, list the initiatives your organization is planning and specify the timeframe for each.

Training

Name of Organization

is committed to providing training in the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

List initiatives your organization is planning and specify the timeframe for each.

[Any new hires receives a copy of our AODA policy and acknowledgment of receipt is recorded.](#)

Design of Public Spaces

Name of Organization

will meet accessibility laws when building or making major changes to public spaces.

If applicable, list initiatives your organization is planning and specify the timeframe for each.

Name of Organization

will put procedures in place to prevent service disruptions to the accessible parts of our public spaces.

Transportation

Name of Organization

is committed to accessible transportation services.

List the initiatives your organization is planning and specify the timeframe for each, if applicable

Other

If your organization has planned initiatives that do not fit any of the above headings, list them here in bullet format and specify the timeframe.

For More Information

For more information on this accessibility plan, please contact at

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Our accessibility plan is publicly posted at

Website and/or Social Media Addresses
www.paradigm.com

Standard and accessible formats of this document are free on request from

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