

Requirements/steps	To Do / Planned Action	Responsibility	Compliance Deadline Notes
<b>General Requirements of the Regulation</b>			
<b>Statement of Commitment &amp; Multi-year Accessibility Plan</b>	<p>International Landscaping Inc. has developed a multi-year plan outlining a strategy to prevent and remove barriers and address the current and future requirements of the AODA. We have also developed a Statement of Organizational Commitment which will be included in our plan.</p> <p>The company has assessed current policies, practices and procedures, premises, access to services, and information and communication systems to identify barriers for persons with disabilities.</p> <p>We have incorporated our findings into a Multi-Year Plan Document and will make the Plan available upon request and in a manner that considers an individual's disabilities if needed. We will review and update the plan as required with a minimum of at least once every five years.</p>	Human Resources	2014
<b>Training</b>	<p>International Landscaping Inc. has provided and will continue to provide training on the Customer Service Accessibility Policy to all employees who interact with actual and potential customers via an on-line model.</p> <p>International Landscaping Inc. has trained all employees on the requirements of the Integrated Regulations and the Human Rights Code as it pertains to persons with disabilities, via on-line training modules.</p> <p>We will maintain a record of the dates when training is provided and the number of individuals to whom it was provided.</p> <p>Training will re-occur when there are changes to the accessibility policies.</p>	Human Resources	2012 - ongoing
<b>Requirements under the Information and Communication Standard</b>			
<b>Fire Safety Plan</b>	The Fire Safety Plan was assessed and inclusive of any persons with disabilities	HR/JHSC	2020
<b>Accessible Information and Communications</b>	<p>International Landscaping Inc. has done an assessment to identify barriers to our information and communications.</p> <p>We are committed to removing any barriers for people with disabilities when accessing our information and communications. We will provide any information in</p>		2016

	<p>an alternate format as needed. Our feedback process will be used to help in identifying barriers going forward.</p> <p>When an alternate accessible format and communication support is requested, the person with a disability will be consulted.</p>		
<b>Accessible Websites and Web Content</b>	<p>Human Resources has gathered the necessary information in order to equip our Website provider with tools to get started.</p> <p>IT has ownership and is empowered to make the necessary changes to ensure the AODA Web Standards Review.</p>	IT	Full Compliance January 2021
<b>Requirement under the Employment Standard</b>			
<b>Workplace Emergency Response</b>	International Landscaping Inc. will provide individualized workplace emergency response information to employees who have disclosed a disability.	HR/HSC	2012 and ongoing
<b>Assessment of Barriers in Employment</b>	Existing policies have been reviewed to ensure barriers in employment policies are removed and an Equal Employment Opportunity Statement is added.	Human Resources	2016
<b>Recruitment</b>	The Job Posting template has been updated to explicitly state accommodations are available	Human Resources	2016
<b>Accessible Formats and Communication</b>	International Landscaping Inc. will provide accessible formats and communication supports for information in the workplace in consultation with the employee making the request.	Human Resources	2016
<b>Documented Individualized plans</b>	<p>International Landscaping Inc. will develop a written process for developing individual accommodation plans for any employee with a disclosed disability.</p> <p>International Landscaping Inc. will develop and implement a return-to-work process for employees absent due to disabilities and who require accommodation to return to work.</p>	Human Resources	2016
<b>Performance Assessment, Career Development and Advancement, and Redeployment</b>	International Landscaping Inc. will take into account the accessibility needs and accommodation plans of employees with disabilities for performance management, career development and redeployment	Human Resources	2016
<b>Requirements under the Built Environment Standard</b>			
<b>Development / Redevelopment of Public Spaces</b>	International Landscaping Inc. will ensure that their facilities incorporate the standards for barrier-free design as existing spaces are renovated and/or new spaces are obtained	Senior Management	