MULTI-YEAR PLAN IN CHART FORM
MULTI-YEAR ACCESSIBILITY PLAN UNDER THE INTEGRATED ACCESSIBILITY STANDARDS

Requirements/Steps		What must be done? Planned Action	IASR Compliance Date	Status
General Requirements of the Regulation				
Accessibility policies, practicies and procedures	3.(1)	RMS will draft a policy that addresses how it achieves or will achieve accessibility through meeting the requirements in the IASR. The policy must be publicly available. RMS will provide the policy in alternative formats upon request.	Large organization Jan.1/2014	Complete
Multi-year accessibility plan	4.	RMS will develop a multi-year plan outlining a strategy to prevent and remove barriers and address the current and future requirements of the AODA. RMS will: Assess current policies, practices and procedures, premises, access to goods & services, and information & communication systems to identify barriers for persons with disabilities Post the plan in a visible placeon the premises and on the corporate website Provide all information relating to the plan in alternative formats upon request Review and update the plan at least once every five years	Large organization Jan.1/2014	Complete
Self-serve kiosks		N/A		
Acquisition of goods, services or facilities		N/A		

Training	7.(1)	RMS will provide training to all employees, volunteers, persons who deal with customers and the public on its behalf, and persons participating in the developing and approval of its policies, practices and procedures on the requirements of the Regulation and on the Human Rights Code as it pertains to persons with disabilities. The type and intensity of training on the requirements of accessibility standards and the Human Rights Code will vary according to the duties of the employee, volunteers or others. RMS will maintain a record of the dates when training is provided and the number of individuals to whom it was provided. Training will re-occur when there are changes to the accessibility policies.	Large organization Jan.1/2015	Ongoing

General Requirements of the Regulation

Emergency procedures, plans, or public safety information		RMS in cooperation with our building manager will: Assess the existing emergency response plan and procedures and any public safety information for barriers to persons with disabilities during an emergency Update our emergency procedures to ensure that they can be followed by persons with disabilities to ensure they meet the needs of persons with disabilities Upon request, provide the information in an accessible format or communication supports as soon as practicable Consult with the person with the disability in the case of a request for an alternative accessible format & communication supports Provide such information at a cost not more than the regular cost charged to other people	Jan.1/2012	Complete

Accessibility policies, practices and procedures	Commit to making information and communication systems and platforms accessible to persons with disabilities and address how it will be achieved		Complete
	This policy will be posted in a visible place on the premises and/or on the RMS website		
	This policy will be provided in an alternative format upon request		
	The cost of providing this policy in an accessible format must not be more than the regular cost charged to other people		
Multi-year plan	Assess barriers to information and communications systems/platforms	Jan.1/2014	Complete
	Determine the accessibility of RMS's information components and systems		
	Establish a practice and company standard that company documents be created in a structured electronic format to allow for easier conversion to accessible formats		
	Plan will be posted in a visible place on premises and/or on company website		
	Provide the plan in alternative formats upon request		
Taking a person's disability into account when communicating or providing information in accessible forms and communication supports	Assess and review the communication needs of people with visual, hearing, learning, and cognitive disabilities and the barriers to communication that exist in your organization	Jan.1/2016	Complete
	Explain how you plan to produce and deliver alternately formatted material essential to RMS and your customers and what those materials are		
	Post a notice on your website and/or on the premises that information is available in a variety of accessible formats		

	When alternate accessible format and communication support is requested, a person with a disability will be consulted		
	Have a process in place for customers to request and be provided with information and communication in an accessible format		
	Explain when an accessible format is not feasible		
	Post this information on the company website and/or in a conspicuous place on the premises		
Feedback	Provide, upon request, accessible formats and communication supports for receiving and responding to feedback from persons with disabilities regarding RMS's information and communication systems/documents	Jan.1/2015	Ongoing
	Feedback process should not detract from the feedback process under Accessibility Standards for Customer Service. Process must be arranged in a timely manner and at no more than the regular cost charged to other persons		
	Notify the public about the availability of the accessible formats and the communication supports feedback process		
Accessible websites and web content	Develop a web accessibility business case for your organization to obtain a buget and resources	Jan.1/2014	Complete
	Train in house IT person or hire Web designer that is knowledgeable of accessibility	Conform with WCAG 2.0 Level A	
	Commit and plan to make our website accessible and outline course of actions and timelines your organization will take to achieve web accessibility baSed on the results of your assessment and compliance with the law		
	Conduct an assessment of the organization's website and test for accessibility		
	Develop accessible webiste and Web content that conforms with WCAG 2.0 level A and eventually that conforms to WCAG 2.0 level AA		
	Launch accessible website		

	Monitor website accessibility and compliance with the guidelines and the law		
Workplace emergency response information	RMS will provide individualized workplace emergency response information to employees who have disclosed a disability With the employee's consent, provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee The individualized workplace emergency response information will be reviewed when the employee moves to a different location, when the employee's needs or plans are reviewed and when the employer reviews its general emergency response policies	Jan.1/2012	Complete
Assessment of barriers in employment	Identify, remove and prevent barriers in employment by evaluating existing policies and procedures as well as the overall workplace		Ongoing
Recruitment	Promote employment opportunities for the persons with disabilities On RMS webiste and job advertisements, specify that accomodation is available for job applicants with disabilities Inform candidates about the availability of accomodations: - when called for an interveiw - during the selection process - at the time of job offer and during orientation		Ongoing
Support for information for employees	Inform employees of policies and supports for employees with disabilities as soon as practicable after new employees begin employment Update information provided to employees as policies change	Jan.1/2016	Complete
Accessible formats and communication	Upon request by an employee, provide accessible formats and communication supports for information in the workplace in consultation with the employee making the request	Jan.1/2016	Complete
Document individualized plans	Develop a written process for developing individual accomodation plans for employees with disabilities	Jan.1/2016	Complete

	Develop & implement a return to work process for employees absent due to disabilities who require accomodation to return to work Document the process		
Performance, assessment, career development and advancement and redeployment	Take into account the accessibility needs and accomodation plans of employees with disabilities for performance management, career development and redeployment	Jan.1/2016	Complete
Training	Provide training in respect of any changes to the policies described in the employment standard section of the Regulation	Ongoing	Ongoing

Requirements under the transportation standard

This standard does not apply to us

Requirements under the built environment standard

This standard is not yet law and RMS is committed to greater accessibility in, out of, and around the buildings we use. When the standard comes into force, RMS will ensure facilities incorporate the standards for barrier-free design as existing spaces are renovated and/or new spaces are obtained.