

Multi-Year Accessibility Plan

General Requirements

Requirement	YES	NO	N/A	Notes/Actions
Establishment of Accessibility Policies: <ul style="list-style-type: none"> Develop, implement and maintain required accessibility policies Statement of commitment Make policies available to the public 	yes			<p>FUSE Create has the following policies implemented in the organization:</p> <ul style="list-style-type: none"> Accessibility Policy Accessible Customer Service Policy Information and Communications Standard Policy Employment Standard Policy <p>And a Statement of Commitment - AODA (Accessibility).</p> <p>These policies are available in the HR Policy & Procedures Document available on the shared server.</p>
Hiring: Ensure job postings are accessible and inform employees and the public of the Employer's commitment to accommodating the needs of people with disabilities in the hiring process. This information must be posted on the Employer's website and included in all job postings.	yes			<p>FUSE Create welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.</p>
Notify job applicants when they are selected for an interview that accommodation will be provided.	yes			<p>FUSE Create ensures that each candidate is asked if accommodations are required when contacting an applicant about an interview.</p>
Notify successful applicants of the organization's accommodation policies for accommodating employees with disabilities.	yes			<p>FUSE Create has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation due to a disability or a medical need that you have not yet informed us about, please contact Melissa Beadow, Director, Human Resources, 45 Ossington Ave, Toronto, Ontario, M6J 2Y9, 647-782-7237, melissa@fusecreate.com so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment.</p>
Inform employees about the organization's	yes			<p>To distribute this information, FUSE Create uses the</p>

<p>policies to support people with disabilities. Inform new employees when they are hired, and inform all employees if the policies are updated or changed.</p>				<p>following (or any other method preferred by employees):</p> <ul style="list-style-type: none"> ● Emails ● Memos ● Websites/Social Media ● Staff meetings ● One-on-one conversations
<p>Providing Accessible Workplace Information: Workplace information must be provided in an accessible format upon employee request. This includes:</p> <ul style="list-style-type: none"> ● Any information necessary for employees to perform their jobs (e.g., job descriptions and manuals). ● General information available to all employees at work (e.g., company newsletters, organization-wide memos, and bulletins regarding company policies and health and safety information). 	<p>yes</p>			<p>FUSE Create will engage in discussions with employees with disabilities to determine their preferred information delivery methods and how information can be made accessible.</p>
<p>Self-Service Kiosks</p>			<p>N/A</p>	<p>Not applicable</p>
<p>Providing Individualized Workplace Emergency Response Information: Emergency information must be made accessible and a plan must be developed to help employees with disabilities during an emergency.</p> <p>As an employer, if you know an employee might need help in an emergency due to a permanent or temporary disability, you must provide individualized emergency response information to the employee.</p> <p>For example, how an employee:</p> <ul style="list-style-type: none"> ● Who uses a wheelchair can safely exit a building in the event of a fire ● With a hearing disability, who cannot hear an alarm, will be notified in the event of an emergency ● With a visual disability will identify and navigate emergency escape routes ● With an invisible disability, such as a heart condition that prevents them from using stairs, will evacuate a building during an emergency 	<p>yes</p>			<p>FUSE Create will provide all emergency information in accessible formats as requested. In addition, as soon as becoming aware of the request, an individualized emergency plan will be developed based on the employee’s accessibility needs using the “Individualized Employee Emergency Response Information Form” and the “Worksheet for Individual Emergency Response Plan” which can both be found on the HR Server.</p> <p>With the employee’s consent, this information will be shared with Stephen Brown, CEO and Melissa Beadow, Director of HR as the people designated to help the employee in an emergency.</p> <p>Review the employee’s emergency response information when:</p> <ul style="list-style-type: none"> ● The employee changes work locations ● You review the employee’s overall accommodation needs ● You review the organization’s general emergency response policies

<p>Managing Performance, Career Development, And Redeployment:</p> <p>If you have performance management or career development processes, you must consider the needs of an employee with disabilities when you:</p> <ul style="list-style-type: none"> ● Hold formal or informal performance reviews ● Promote or move them to a new job <p>**NOTE** If you do not have a formal or informal performance management program, you do not have to create one.</p>	yes		<p>Examples include:</p> <ul style="list-style-type: none"> ● Making documents available in accessible formats (for example, large print for people with low vision) ● Providing feedback and coaching in a way that is accessible to them (for example, allowing someone with a learning disability to record the conversation) ● Providing the accommodations they need to successfully learn new skills or take on more responsibilities
<p>Feedback: Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities.</p>	yes		<p>Examples include:</p> <ul style="list-style-type: none"> ● Providing or arranging for accessible formats to give persons with disabilities the required channels for giving, receiving and responding to feedback. ● Upon request, providing accessible communication supports. For example, if feedback is given or received through written methods, providing alternative methods such as text-to-screen softwares, allowing employees to give or receive feedback via verbal communication, etc.
<p>Accommodation Plans: You must develop and write a process for creating accommodation plans for employees with disabilities. This process must be documented and should include:</p> <ul style="list-style-type: none"> ● How an employee participates in the development of their individual accommodation plan ● How an employee is assessed on an individual basis ● How a non-unionized employee can ask for a representative from the workplace to participate in the development of the accommodation plan (as applicable) ● How FUSE Create, as an employer, can request assistance from an outside expert, at your expense ● The steps you will take to protect the privacy of the employee’s personal information ● How and when you will provide the employee with their personalized accommodation plan ● The schedule for when and how the plan will be reviewed and updated 	yes		<p>FUSE Create will develop individual Accessibility plans using the “Individual Accommodation Plan” template along with a “Return to work Plan”. The employee will be engaged throughout the development of the plans. All plans will be stored on the HR Server and each individual plan will be stored within the employee’s file.</p> <ul style="list-style-type: none"> ● Workplace information, including accessible emergency information, accommodation plans, return to work plans, etc., will be provided in an accessible format, when requested. Accessible formats will depend on the request but may be delivered through; <ul style="list-style-type: none"> ○ documents in larger fonts ○ verbal and written communication ○ one to one meetings ○ documents in braille ○ use of a sign language interpreter ○ and any other accommodation that is requested <p>You and the employee with a disability must collaboratively determine and implement the appropriate accommodation measures.</p>

<ul style="list-style-type: none"> • How you will tell an employee that their individual accommodation plan has not been accepted • How you will provide the plan in an accessible format 				
<p>Return-to-Work Process:</p> <p>This requirement does not replace or override any other return-to-work process made under any other law (e.g., WSIA).</p> <p>You must develop and write a process to support employees who have been absent from work due to a disability and require disability-related accommodations to return to work.</p>	yes			<p>FUSE Create will develop a return to work process for employees who require disability-related accommodations upon their return to work and will share the plan with both the employee and the employee’s direct manager via email and a meeting (as needed).</p> <p>The return to work template along with individualized return to work plans will be located on the HR Server and Melissa Beadow, Director of HR is the individual responsible for implementing them along with the employee’s direct Manager.</p>
<p>Submit an Accessibility Compliance Report:</p> <p>Businesses or nonprofits with 20 or more employees are required to submit an accessibility compliance report every three years.</p> <p>The report confirms adherence to current accessibility requirements under the Accessibility for Ontarians with Disabilities Act (AODA).</p>	yes			<p>FUSE Create has submitted an Accessibility Compliance report for the 2023 reporting deadline. FUSE Create will be required to submit another report in 2026. The Accessibility Compliance Reports are stored on the HR Server, and Melissa Beadow, Director of HR, is responsible for creating, submitting, and documenting them.</p> <p>FUSE Create will make the report accessible to employees and the public by making a copy available in accessible formats as requested.</p>
<p>Training: Accessibility training which meets AODA requirements must be provided to:</p> <ul style="list-style-type: none"> • All employees and volunteers (paid and unpaid, full-time, part-time and contract positions) as soon as possible after joining the organization • Anyone involved in developing your organization’s policies (including managers, senior leaders, directors, board members and owners) • Anyone who provides goods, services or facilities to clients/customers on your organization’s behalf 	yes			<p>Accessibility training provided to employees of FUSE Create must cover the following:</p> <ul style="list-style-type: none"> • the purpose of the Accessibility for Ontarians with Disabilities Act • an overview of the requirements of the customer service standard • your organization’s policy on providing accessible customer service • how to interact with people with various types of disabilities • how to interact with people who use an assistive device or require the assistance of a service animal or support person • information on how to use any equipment or devices available in your organization to help provide goods, services or facilities to people with disabilities (for example, screen readers, lifts, TTY phone line) • what to do if a person with a disability is having

			<p>difficulty accessing your organization's goods, services or facilities</p> <ul style="list-style-type: none"> ● the accessibility standards and the Ontario Human Rights Code as it relates to people with disabilities ● any changes or updates to the organization's accessibility policies ● any accessibility training pertaining to the employees responsibilities or job duties <p>Training records will be documented and maintained within the HR Server, and Melissa Beadow, Director of HR will be responsible for administering and monitoring the training.</p> <p>Records must include when the training was delivered, who attended, and how many employees participated in and completed the training.</p>
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