

## **Accessibility Plan and Policies for Wormald Masse Keen Lopinski LLP**

### **Statement of Commitment**

WMKL will strive at all times to provide its services in a way that respects the dignity and independence of people with disabilities. We are committed to giving people with disabilities the same opportunity to access our services and allowing them to benefit from the same services, in the same place and in a similar way as other clients.

WMKL is committed to excellence in serving all of our clients, including people with disabilities. When providing information to, or communicating with, a person with a disability, we will provide the information and communication in a manner that takes into account the person's disability.

WMKL will provide training to applicable staff about the provision of accessible information and communication to persons with disabilities and all those who are involved in the development and approvals of related policies, practices and procedures.

### **Multi-year Accessibility Plan**

WMKL will develop and maintain accessibility policies and a multi-year accessibility plan. The plan will be reviewed and updated at least once every five years. It will show our organization's commitment to removing barriers and preventing new ones. We will make it available to the public and provide it in an accessible format when requested.

### **Information and Communications**

When providing information to, or communicating with, a person with a disability, we will provide, on request, the information and communication in an accessible format or with a communication support. We will work in consultation with the person with the disability to provide them with the information in a manner that takes into account the person's disability.

### **Accessible Website**

We are committed to working towards an accessible website and website content that will comply with the World Wide Web Consortium Web Content Accessibility Guidelines, initially at Level A and moving towards Level AA standards.

### **Employment**

Our employment practices will include notification of the availability of accommodation for applicants with disabilities, as well as supports for staff with disabilities. Where employee needs dictate, we will provide individualized workplace emergency response information to employees who have a disability. Our performance management and career development and advancement processes will take into account the accessibility needs of employees with disabilities.

WMKL will continually strive to prevent and remove other accessibility barriers identified.

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### **Individual Accommodation Plans**

Our process for the development of documented individual accommodation plans includes:

- How we include the employee in the development of the plan
- How we consider the employee on an individual basis
- How we would proceed in getting a medical or other expert's opinion on the accommodation of the employee at our own expense
- How other representatives or agents may or may not be involved
- How the employee's personal information will be protected
- How often the plan will be reviewed and how it will be done
- How the plan will be provided in a format that respects the individual's needs due to a disability

### **Return to Work Process**

Our process for the development of a return to work process for employees with disabilities who have been absent due to their disability and require accommodation to return to work will:

- Outline the steps we will take to facilitate the employee's return to work
- Use their individual accommodation plan – where it exists – as part of the process

### **Training**

WMKL will provide training to employees on accessibility requirements from the Integrated Accessibility Regulation and Accessible Customer Service Standard, as well as the Human Rights Code as it relates to people with disabilities. Training will be provided to all current staff by January 1, 2015 and to each new staff member during orientation.

Training will also be provided when any changes are made to accessibility policies.

### **Design of Public Spaces**

WMKL will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor paths of travel, ramps and doors
- Accessible off street parking
- Waiting areas

WMKL will strive to prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For more information on WMKL's Accessibility Policies, please see Michelle de Prinse