

## **AODA: Integrated Accessibility Standards Policy (IASP)**

The following policy has been established by Sonic E-Learning Inc. to govern the provision of services with Regulation 191/11, "Integrated Accessibility Standards" ("Regulation") under the *Accessibility for Ontarians with Disabilities Act, 2005*.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications, and employment.

Sonic E-Learning Inc. is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the *Accessibility for Ontarians with Disabilities Act, 2005* in meeting the accessibility needs of persons with disabilities.

### **Commitment**

Sonic E-Learning Inc. is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*.

This policy will be implemented in accordance with the time frames established by the Regulation.

### **Self-Service Kiosks**

Sonic E-Learning Inc. will have consideration for accessibility when designing, procuring or acquiring our self-serve kiosks to better serve persons with disabilities.

### **Training Employees and Volunteers**

Sonic E-Learning Inc. will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- all its employees and volunteers;
- all persons who participate in developing Sonic E-Learning Inc.'s policies; and,
- all other persons who provide goods, services or facilities on behalf of the Company

The training will be appropriate to the duties of the employees, volunteers and other persons. Employees will be trained when changes are made to the accessibility policy. New employees will be provided such training as part of their orientation.

Sonic E-Learning Inc. will keep a record of the training it provides.

## **INFORMATION AND COMMUNICATIONS STANDARDS**

### **Feedback**

Sonic E-Learning Inc. will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of accessible formats and communications supports, upon request.

### **Accessible Formats and Communication Supports**

Upon request, Sonic E-Learning Inc. will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

Sonic E-Learning Inc. will consult with the person making the request in determining the suitability of an accessible format or communication support. Sonic E-Learning Inc. will also notify the public about the availability of accessible formats and communication supports.

### **Accessible Websites and Web Content**

Sonic E-Learning Inc. shall ensure any new web content on its internet website conforms with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A or AA except where this is impracticable.

## **EMPLOYMENT STANDARDS**

### **Recruitment**

Sonic E-Learning Inc. will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

### **Recruitment, Assessment or Selection Process**

Sonic E-Learning Inc. will notify job applicants, when they are individually selected to participate further in an assessment or selection process that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, Sonic E-Learning Inc. will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

### **Notice to Successful Applicants**

When making offers of employment, Sonic E-Learning Inc. will notify the successful applicant of its policies for accommodating employees with disabilities.

### **Informing Employees of Supports**

Sonic E-Learning Inc. will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that takes into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

### **Accessible Formats and Communication Supports for Employees**

Upon the request of an employee with a disability, Sonic E-Learning Inc. will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform their job and information that is generally available to other employees.

In determining the suitability of an accessible format or communication support, Sonic E-Learning Inc. will consult with the employee making the request.

### **Workplace Emergency Response Information**

Sonic E-Learning Inc. will provide individualized workplace emergency response information to employees who have a disability. If the disability is such that the individualized information is necessary, and if Sonic E-Learning Inc. is aware of the need for accommodation due to the employee's disability, Sonic E-Learning Inc. will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, Sonic E-Learning Inc. will, with the consent of the employee, provide the workplace emergency response information to the person designated by Sonic E-Learning Inc. to provide assistance to the employee.

Sonic E-Learning Inc. will review the individualized workplace emergency response information when the employee moves to a different location in the organization, when the employee's overall accommodations needs or plans are reviewed.

### **Performance Management, Career Development and Advancement & Redeployment**

Sonic E-Learning Inc. will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees or when redeploying employees.

### **Questions about this Policy**

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information, communications, and employment. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation will be provided by:

**Tina Frost**

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