

Below you will find the Bartek Ingredients Inc. AODA Multi-Year Plan for June 21, 2021 to June 21, 2026. It will be updated as necessary. All completed items were completed by June 21, 2021 or earlier unless otherwise noted.

No.	Action Item	AODA/IASR Reference	Comments	Completed	Target Date
General					
1	Develop and implement AODA policies and procedures and inform employees of those policies and procedures. Make these policies available to the public and provide in accessible formats if requested.	O. Reg. 191/11, s. 3 (1).	On website and part of orientation packages.	Yes	
2	Develop multi-year AODA plan and update it every five years. Make this plan available to the public and provide in accessible formats if requested.	O. Reg. 191/11, s. 4 (1)	On website and location referenced in policy.	Yes	
3	Train staff on AODA (including Customer Service) and Human Rights Code and maintain records, including dates and names.	O. Reg. 191/11, s. 7 (1), O. Reg. 191/11, s. 80.49	Staff trained and process in place to train new staff.	Yes	
4	Complete government accessibility report.	2005, c. 11, s. 14 (1)	Submitted electronically.	Yes	
Information & Communications					
5	Website compliant with WCAG 2.0 level AA.	O. Reg. 191/11, s. 14 (2), (3)	In progress with vendor.	No	August 1, 2021
6	Feedback form on website.	O. Reg. 191/11, s. 11 (2)	Available on website and referenced in policy.	Yes	
7	Feedback process available in other formats upon request.	O. Reg. 191/11, s. 11 (1)	Reference in policy.	Yes	
8	Make information available in accessible formats and/or provide communication supports for persons with disabilities in a timely manner and at no additional cost.	O. Reg. 191/11, s. 12 (1)	Reference in policy.	Yes	
Employment Standard					
9	Provide individualized workplace emergency response information to employees who have a disability and self-disclose.	O. Reg. 191/11, s. 27 (1)	Reference in policy.	Yes	
10	If the employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	O. Reg. 191/11, s. 27 (2)	Reference in policy.	Yes	
11	Review individualized workplace emergency information when: the employee who requires the assistance moves to a new location, the employee's accommodations need to be reviewed, we review our general emergency response policies.	O. Reg. 191/11, s. 27 (4)	Reference in policy.	Yes	
12	Notify new employees, new hires, and public that accommodation can be made during recruitment, assessment and selection. Provide accommodation where necessary.	O. Reg. 191/11, s. 23 (1), (2)	Reference in policy and in job ads. Ongoing process to train new employees.	Yes	
13	Notify successful applicant of policies for accommodation when making offers.	O. Reg. 191/11, s. 24	Included in job offers.	Yes	
14	Have a written process to develop individual accommodation plans for employees with a disability.	O. Reg. 191/11, s. 28 (1), (2), (3)	Reference in policy.	Yes	
15	Have a written return to work process for employees who have been absent due to a disability.	O. Reg. 191/11, s. 29 (1), (2), (3)	Reference in policy.	Yes	
16	Take employee's disabilities into account during performance management, career development, and redeployment	O. Reg. 191/11, s. 30 (1), O. Reg. 191/11, s. 31 (1), O. Reg. 191/11, s. 32 (1)	Reference in policy.	Yes	
17	Informing employees of policies used to support employees (or "supports") with disabilities such as accommodation	O. Reg. 191/11, s. 25 (1)	Reference in policy.	Yes	
18	Provide information of supports to new employees when practical.	O. Reg. 191/11, s. 25 (2)	Reference in policy.	Yes	
19	Provide updates with respect to supports to employees as soon as there are updates to the policies.	O. Reg. 191/11, s. 25 (3)	Reference in policy.	Yes	
20	Provide information to employees in accessible formats after consulting with them. This information could be general information or information that is required for the employees to do their jobs.	O. Reg. 191/11, s. 26 (1), (2)	Reference in policy.	Yes	
Customer Service Standard					
21	Develop and implement customer service policy for people with disabilities while taking into account assistive devices, service animals and support persons.	O. Reg. 191/11, s. 80.46, O. Reg. 191/11, s. 80.47	Reference in policy.	Yes	
22	Develop and implement policy for temporary disruptions to services and/or facilities in a timely manner.	O. Reg. 191/11, s. 80.48	Reference in policy.	Yes	
23	Develop a process to receive and respond to feedback for customer service.	O. Reg. 191/11, s. 80.50	Reference in policy and feedback form on website.	Yes	
24	If we need to provide a document to a customer or visitor, we need to make it available in accessible formats and/or provide communication supports if necessary. This should be done in a timely manner and at no additional cost.	O. Reg. 191/11, s. 80.51	Reference in policy.	Yes	
Design of Public Spaces					
25	Ensure when a publicly accessible area is being built or redeveloped that it is accessible as per AODA. HR will validate with the constructor that the design is compliant.	O. Reg. 191/11, s. 80.32	No public space constructed recently and nothing planned. Customers and visitors parking was resurfaced and compliant at P1 office space.	Yes	