



GILLFOR Distribution Inc. (Head office)

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AODA – Multi-Year Accessibility Plan for the Integrated Accessibility Standards Regulation (IASR)

Intent

This multi-year accessibility plan outlines the policies and actions that GILLFOR Distribution Inc. will establish, implement, maintain and document to improve opportunities for people with disabilities in accordance with the requirements communicated under the [Integrated Accessibility Standards, Ontario Regulation 191/11](#).

Statement of Commitment

GILLFOR Distribution Inc. believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)* and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

Plan

General Requirements			
Accessibility Requirement:	Establishment of accessibility policies	Compliance Deadline:	Jan 1, 2014

Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Completed, review annually 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Procuring or acquiring goods, services or facilities	Compliance Deadline:	N/A
Current Barriers:	<ul style="list-style-type: none"> • 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • 		
Potential Future Barriers:	<ul style="list-style-type: none"> • 		
Responsible Authority:		Results:	
Accessibility Requirement:	Designing/procuring or acquiring self-serve kiosks	Compliance Deadline:	N/A
Current Barriers:	<ul style="list-style-type: none"> • 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • 		
Potential Future Barriers:	<ul style="list-style-type: none"> • 		
Responsible Authority:		Results:	
Accessibility Requirement:	Training on IASR and the <i>Human Rights Code</i>	Compliance Deadline:	Jan 1, 2015
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Completed, ongoing 		
Potential Future Barriers:	<ul style="list-style-type: none"> • None 		
Responsible Authority:	Tejinder Gill	Results:	

Information and Communications Standard

Accessibility Requirement:	Feedback Process		Compliance Deadline:	Jan 1, 2015
Current Barriers:	<ul style="list-style-type: none"> • None 			
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Completed, review annually 			
Potential Future Barriers:	<ul style="list-style-type: none"> • None 			
Responsible Authority:	Tejinder Gill	Results:		
Accessibility Requirement:	Accessible formats and communication supports		Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> • Reviewing processes. Documentation. Training 			
Plan to Meet Requirements:	<ul style="list-style-type: none"> • As requested 			
Potential Future Barriers:	<ul style="list-style-type: none"> • As above 			
Responsible Authority:	G. Woodworth, T.Gill	Results:		
Accessibility Requirement:	Emergency procedures, plans or public safety information		Compliance Deadline:	Jan 1, 2012
Current Barriers:	<ul style="list-style-type: none"> • None 			
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Completed, review annually 			
Potential Future Barriers:	<ul style="list-style-type: none"> • None 			
Responsible Authority:	C. Pellegrino, T.Gill	Results:		
Accessibility Requirement:	Accessible websites and web content		Compliance Deadline:	Jan 1, 2021

Current Barriers:	<ul style="list-style-type: none"> Upgrade 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Portion of website completed 		
Potential Future Barriers:	<ul style="list-style-type: none"> Upgrade 		
Responsible Authority:	G. Woodworth	Results:	
Accessibility Requirement:	Educational and training resources or materials	Compliance Deadline:	N/A
Current Barriers:	<ul style="list-style-type: none"> 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> 		
Potential Future Barriers:	<ul style="list-style-type: none"> 		
Responsible Authority:		Results:	
Accessibility Requirement:	Training to educators	Compliance Deadline:	N/A
Current Barriers:	<ul style="list-style-type: none"> 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> 		
Potential Future Barriers:	<ul style="list-style-type: none"> 		
Responsible Authority:		Results:	

Employment Standard			
Accessibility Requirement:	Recruitment, assessment and selection processes	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> None 		

Plan to Meet Requirements:	<ul style="list-style-type: none"> Implemented 		
Potential Future Barriers:	<ul style="list-style-type: none"> Updating 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Informing employees of supports	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Procedures, training (AODA) 		
Potential Future Barriers:	<ul style="list-style-type: none"> updating 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Accessible formats and communication supports for employees	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Review and update as needed 		
Potential Future Barriers:	<ul style="list-style-type: none"> updating 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Workplace emergency response information	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> Review, update as needed 		
Potential Future Barriers:	<ul style="list-style-type: none"> updating 		
Responsible Authority:	Tejinder Gill	Results:	

Accessibility Requirement:	Documented individual accommodation plans	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Prepare and distribute as needed 		
Potential Future Barriers:	<ul style="list-style-type: none"> • updating 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Return to work process	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Prepare and implement as needed 		
Potential Future Barriers:	<ul style="list-style-type: none"> • updating 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Performance management process	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Prepare and implement as needed 		
Potential Future Barriers:	<ul style="list-style-type: none"> • updating 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Career development and advancement	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Prepare and implement as needed 		

Potential Future Barriers:	<ul style="list-style-type: none"> • updating 		
Responsible Authority:	Tejinder Gill	Results:	
Accessibility Requirement:	Redeployment	Compliance Deadline:	Jan 1, 2016
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Prepare & implement as needed 		
Potential Future Barriers:	<ul style="list-style-type: none"> • updating 		
Responsible Authority:	Tejinder Gill	Results:	

Design of Public Spaces (*Accessibility Standards for the Built Environment*)

Accessibility Requirement:	Make parking accessible (off-street and on-street) *Off street only parking	Compliance Deadline:	Jan 1, 2017
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Review requirements needed 		
Potential Future Barriers:	<ul style="list-style-type: none"> • Costs associated with changes required 		
Responsible Authority:	T. Weaver	Results:	Completed – designated a spot
Accessibility Requirement:	Make service counters, queuing guides and waiting areas accessible	Compliance Deadline:	Jan 1, 2017
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Review requirements and implement re: front and back entrances 		
Potential Future Barriers:	<ul style="list-style-type: none"> • Cost to provide additional requirements that may be needed 		
Responsible Authority:	T. Weaver	Results:	Completed – ground level and phone access

Accessibility Requirement:	Maintain the accessible parts of your public spaces	Compliance Deadline:	Jan 1, 2017
Current Barriers:	<ul style="list-style-type: none"> • None 		
Plan to Meet Requirements:	<ul style="list-style-type: none"> • Review requirements and implement plan 		
Potential Future Barriers:	<ul style="list-style-type: none"> • Cost to provide additional requirements 		
Responsible Authority:	T. Weaver	Results:	All on main level -i.e. washrooms, lunchroom etc.

Review and Update

This document was created in 2014 and must be reviewed and updated by 2019.

Reviewed and updated 2020.

Reviewed and updated 2021.

Reviewed and updated 2025.

- For more information contact: Human Resources, Tejinder Gill at 1-800-268-5983, x10205 or tgill@gillfor.com