

ELITE Multi-Year Plan (2023-2028)

Requirements/Steps	To Do / Planned Action	Responsibility	Compliance / Review Deadline Notes
General Requirements of the Regulation			
Statement of Commitment & Multi-Year Accessibility Plan	<p>ELITE has developed a multi-year plan outlining a strategy to prevent and remove barriers and address the current and future requirements of the AODA.</p> <p>The company has assessed current policies, practices and procedures, premises, access to services, and information and communication systems to identify barriers for persons with disabilities.</p> <p>We have incorporated our findings into a Multi-Year Plan Document and will make the Plan available upon request and in a manner that considers an individual's disabilities if needed. We will review and update the plan as required with a minimum of at least once every five years.</p>	Human Resources	2023
Training	<p>ELITE has provided and will continue to provide training on the Customer Service Accessibility Policy to all employees who interact with actual and potential customers via an on-line model.</p> <p>ELITE has trained all employees on the requirements of the Integrated Regulations and the Human Rights Code as it pertains to persons with disabilities, via on-line training modules.</p> <p>We will maintain a record of the dates when training is provided and the number of individuals to whom it was provided.</p> <p>Training will re-occur when there are changes to the accessibility policies.</p>	Human Resources	2012 - ongoing
Requirements under the Information and Communication Standard			
Fire Safety Plan	The Fire Safety Plan was assessed and inclusive of any persons with disabilities	HR/JHSC	2023
Accessible Information and Communications	<p>ELITE has done an assessment to identify barriers to our information and communications.</p> <p>We are committed to removing any barriers for people with disabilities when accessing our information and communications. We will provide any information in an alternate format as needed. Our feedback process will be used to help in identifying barriers going forward.</p>		2023

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	When an alternate accessible format and communication support is requested, the person with a disability will be consulted.		
Accessible Websites and Web Content	Human Resources has gathered the necessary information to equip our Website provider with tools to get started. Marketing has ownership and is empowered to make the necessary changes to ensure AODA Web Standards.	Marketing	2023 and ongoing
Requirement under the Employment Standard			
Workplace Emergency Response	ELITE will provide individualized workplace emergency response information to employees who have disclosed a disability.	HR/JHSC	2023 and ongoing
Assessment of Barriers in Employment	Existing policies have been reviewed to ensure barriers in employment policies are removed and an Equal Employment Opportunity Statement is added.	Human Resources	2023
Recruitment	The Job Posting template has been updated to explicitly state accommodations are available	Human Resources	2020
Accessible Formats and Communication	ELITE will provide accessible formats and communication supports for information in the workplace in consultation with the employee making the request.	Human Resources	2023
Documented Individualized plans	ELITE will develop a written process for developing individual accommodation plans for any employee with a disclosed disability. ELITE will develop and implement a return-to-work process for employees absent due to disabilities and who require accommodation to return to work.	Human Resources	2023
Performance Assessment, Career Development and Advancement, and Redeployment	ELITE will take into account the accessibility needs and accommodation plans of employees with disabilities for performance management, career development and redeployment	Human Resources	2023
Requirements under the Built Environment Standard			
Development / Redevelopment of Public Spaces	ELITE will ensure their facilities incorporate the standards for barrier-free design as existing spaces are renovated and/or new spaces are obtained	Executive Leadership	2023