



## **Multi-Year Accessibility Plan**

*Last Update: December 12, 2014*

### **Accessibility Plan and Policies for Pink Triangle Press (“PTP”)**

This accessibility plan outlines the policies and actions that PTP will put in place to improve opportunities for people with disabilities.

#### **Statement of Commitment**

PTP 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 people 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.

#### **Accessible Emergency Information**

PTP is committed to providing our customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

#### **Training**

PTP will provide training to employees, volunteers and other staff members on Ontario’s accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

PTP will take the following steps to ensure employees are provided with the training needed to meet Ontario’s accessible laws by **January 1, 2015**:

- Provide training for all current Ontario employees prior to December 31<sup>st</sup>, 2014
- Provide training for all managers outside of Ontario who have reportees in Ontario prior to December 31<sup>st</sup>, 2014
- Provide training within the first three months of service for all new Ontario employees and new managers with Ontario reportees

#### **Information and communications**

PTP is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

PTP will take steps to make all new websites and content on those sites conform to the WCAG 2.0, Level A guidelines, as practicable, by **January 1, 2014**:

PTP will establish a process to ensure that people with disabilities are able to provide feedback on our services as well as how we will respond to any feedback and take action on any complaints by **January 1, 2015**:

Feedback regarding the way PTP provides goods and services to people with disabilities can be made in writing by email or letter, or by phone. All feedback will be directed to the Chief Operating Officer in PTP's Toronto office. PTP will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**:

- We will provide contact information to the public through our Multi-Year Accessibility Plan in order to request this data
- Accessible versions of this Multi-Year Plan, our Service Standards for Persons with Disabilities, and our Accessible Customer Service plan (including spoken word versions) are available on our website – [pinktrianglepress.com](http://pinktrianglepress.com).

PTP will take the necessary steps to make all websites and content conform to the WCAG 2.0, Level AA guidelines by **January 1, 2021**:

## **Employment**

PTP is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, PTP will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

- All job ads will state that accommodation is available during the recruitment and assessment processes
- An accommodation plan will be made for any new employee with a disability who requires one in a consultative manner

PTP will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

- We will work in conjunction with the insurance provider to provide necessary information and respond in a timely fashion to all requests from the provider or the employee
- We will work with the insurance provider to create an accommodative return-to-work plan for the employee in question, when the situation warrants one

PTP will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account during any performance management, career development and redeployment processes:

- We will work with the employee both during the creation of the accommodation plan, and at any time necessary in order to provide appropriate, accessible performance management, career development, and redeployment services

PTP will take the following steps to prevent and remove other accessibility barriers identified:

- Consider and respond to feedback from customers, employees and our other publics in a timely basis and enact solutions as are appropriate and practicable.
- Conduct regular assessments of our accessibility processes, procedures and policies and make changes as are appropriate and practicable.

**For more information**

For more information on this accessibility plan or to receive a free accessible format of this document please contact Nia Herlihy, Talent Management Director at:

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