



YouthLink Accessibility Plan and Policy

Timeline	Act Section and Description	Action	Status	Responsibility
2012	Part III: Employment Standards			
	Section 27: Workplace Emergency Response Information	When YouthLink is made aware of an employee's need for accommodation due to an employee's disability, YouthLink will provide individualized workplace emergency response information.	In compliance	·Management Team
2014	Part I: General			
	Section 3: Accessibility Policies	Policies and procedures were developed and implemented on how accessibility will be achieved in accordance with legislation.	In compliance	·Executive Director ·Board of Directors
	Section 4: Accessibility Plans	A multi-year accessibility plan was created and documented in order to identify and remove barriers and is available in accessible format upon request.	In compliance	·Executive Director ·Human Resources
2015	Part I: General			
	Section 7: Training	YouthLink will train all staff on the AODA Standards and the Human Rights Code in regards to people with disabilities.	In progress	·Human Resources
	Part II: Information and Communication Standards			
	Section 11: Feedback	YouthLink collects and responds to feedback from clients and employees. Comments are welcome in person, in writing, online, by telephone, TTY, suggestion box or any other means accessible to the individual.	In compliance	·Management Team
2016	Part II: Information and Communication Standards			
	Section 12: Accessible Formats and Communication Standard	Upon request YouthLink will provide a person with a disability an accessible format and communication support at no further cost charged to another person, and in consultation with the individual to ensure alternate format is compatible.	In progress	·Management Team ·Director of Finance
	Part III: Employment Standards			
	Section 22: Recruitment	YouthLink will notify all staff and prospective candidates about the availability of accommodations for applicants for disabilities.	In compliance	·Human Resources
	Section 23: Recruitment, Assessment or Selection Process	YouthLink will notify shortlisted applicants in the recruitment and selection process about accommodations that are available upon request for assessments and materials used.	In compliance	·Human Resources
	Section 24: Notice to Successful Applicants	YouthLink will notify successful candidates of agency policies for accommodating employees with disabilities when making the offer of employment.	In compliance	·Human Resources
	Section 25: Informing Employees of Supports	YouthLink will provide accommodation information to all new staff. Updated information and guidance will be given to all employees regarding policies, supports and legislation as applicable.	In progress	·Management Team ·Director of Finance ·Human Resources
Section 26: Accessible Formats and Communication Supports for Employees	When an employee requests for accommodation, YouthLink will ensure that information required to perform their job and generally available to staff, is provided in a suitable format.	In progress	·Human Resources	



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	Section 28: Documented Individual Accommodation Plans	YouthLink has implemented the documentation of individual accommodation plans for employees with disabilities.	In compliance	·Human Resources
	Section 29: Return to Work Process	YouthLink has developed and implemented a return to work process for employees who have been absent from work with a disability and require workplace accommodation to return to work.	In compliance	·Human Resources
	Section 30: Performance Management	YouthLink will take into account the accessibility and accommodation needs of employees with disabilities with regards to the performance management process.	In compliance	·Human Resources ·Management Team
	Section 31: Career Development and Advancement	When providing career development and advancement to employees with disabilities, YouthLink will consider the needs of the respective employees.	In compliance	·Human Resources
	Section 32: Redeployment	When redeploying staff, YouthLink will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.	In compliance	·Human Resources
2021	Part II: Information and Communication Standards			
	Section 14: Accessible Websites and Web Content	YouthLink website and web content will conform with WCAG 2.0 Level AA.	Under Review	·Executive Director ·Director of Finance