

Multi-year Accessibility Plan (AODA) – Ontario

Version 1.2

Intent

This accessibility plan outlines the strategy of Roth IAMS to prevent and remove barriers for people with disabilities and comply with the requirements of the *Integrated Accessibility Standards Regulation* under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Statement of Commitment

Roth IAMS is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The company ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Multi-year Accessibility Plan

This plan is in effect from March 1, 2023 to March 1, 2028.

We welcome your inquiries and feedback about accessibility and our efforts at meeting the requirements of the AODA and the IASR.

If you have any questions or concerns about this plan or its initiatives, or if you want to receive a copy of the plan in a different accessible format, please contact Roth IAMS by phone at 289-295-1065 or by email through Info@rothiams.com

Roth IAMS has completed the following initiatives to prevent and remove barriers and comply with the *Integrated Accessibility Standards Regulation*:

General

Initiative	Action	Status
Establishment of Accessibility Policies	Roth IAMS Ltd. Accessible Customer Service Policy (AODA) was developed in accordance with AODA standards and describes how Roth IAMS Ltd. achieves these accessibility standards along with our commitment to meet accessibility needs of persons with disabilities. This policy is available on the Roth IAMS Ltd. Website and is available in an accessible format upon request.	Complete/Ongoing

Accessibility Plan	This accessibility Plan outlines Roth IAMS Ltd.'s strategy to prevent and remove barriers and to meet its requirements under this regulation and is posted to the Roth IAMS Ltd. website. This Accessibility Plan is available in an accessible format upon request and will be reviewed every 5 years at a minimum.	Complete/Ongoing
Training	Roth IAMS Ltd. Is committed to providing training to all of its employees and other persons as specified under this Regulation. This training is provided immediately upon employment with Roth IAMS Ltd. and meets the requirements of accessibility standards. Records of completed training will be retained by Roth IAMS Ltd.	Complete/Ongoing
Accessibility Report	Roth IAMS Ltd. will file the Ontario Accessibility Compliance Report in March 2023 and every three years thereafter.	Complete

Information and Communication Standards

Feedback, Accessible Formats and Communication Supports	<p>Roth IAMS currently receives feedback through the Roth IAMS Ltd. website and utilizes accessibility software to ensure that feedback processes are accessible to people with disabilities and will arrange for the provision of alternate formats upon request and as required. Our website outlines the accessible formats and communication supports available.</p> <p>Employees can provide feedback regarding accessibility and Roth IAMS Ltd.'s efforts at meeting the requirements of the AODA and the IASR through their Supervisor or Human Resources.</p> <p>Roth IAMS is committed to providing communication supports in a timely manner and will take into account the individuals needs. The cost to provide this service shall not be incurred by the customer and the customer will be consulted to determine the suitability of a communication support.</p>	Ongoing
Accessible Formats, websites, web content	Roth IAMS internet websites and web content conform to current WCAG 2.0 standards.	Ongoing

Employment Standards

Recruitment	<p>Roth IAMS conducts their own recruitment, assessment and selection. All job postings include information about the availability of accessible formats and accommodations for all applicants upon request at all stages of the recruitment process.</p> <p>When conducting a telephone prescreen, assessment or as part of the interviewing and selection process, the availability of accommodations are made known to the candidate at each stage in the process. If any third party is utilized for recruitment purposes, Roth IAMS will ensure</p>	Complete / Ongoing
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	<p>they are also meeting this requirement in advance of any recruitment support being provided.</p> <p>Roth IAMS Accessibility Policy informs all employees about the availability of accommodations for applicants in the recruitment process.</p>	
Recruitment, Assessment and Selection	<p>Successful applicants will be notified in their offer letter of Roth IAMS Accessibility Policy and its availability through the Roth IAMS internal HR Sharepoint site or through request and outlines Roth IAMS approach to accommodating employees with disabilities.</p> <p>All employees are made aware of Roth IAMS Accessibility Policy and accommodation supports available through our onboarding process and all employees are required to acknowledge that they have read and understood the policy. All acknowledgements are saved and can be referenced upon request.</p>	Complete/Ongoing
Accessible Formats and Communication Supports for Employees	<p>Roth IAMS, upon request, will consult with an employee with a disability to determine and make arrangements for accessible formats or communication supports required to perform the duties of their job.</p>	Complete/Ongoing
Workplace Emergency Response Information	<p>Roth IAMS will develop an individualized workplace emergency response plan for employees who have a disability and require accommodation(s) and/or supports to evacuate their workplace in an emergency. With the employee's consent, the person(s) designated to provide assistance to the employee will be provided with the necessary information to assist the employee with the disability.</p> <p>Any emergency procedure or response plan will be made available in an accessible format upon request.</p>	Complete/Ongoing
Document Individual Accommodation Plans	<p>Roth IAMS will create an individual accommodation plan for any employee for which they have been made aware has a disability and requires accommodation. The employee will be involved in the development of the plan and Roth IAMS may seek outside medical or other expert evaluations in order to provide appropriate supports at the reasonable expense of Roth IAMS. Such accommodation plans will be reviewed when there is a change in the employee's accommodation needs due to a change in the disability or the role.</p>	Complete/Ongoing
Return to Work Process	<p>Roth IAMS has a return-to-work process for its employees who have been absent from work due to a disability and may require disability related accommodations to return to work. This return-to-work process is detailed in the Roth IAMS Accessibility Policy and is accessible by all employees.</p>	Complete
Performance Management	<p>Roth IAMS takes into account the accessibility needs of employees with disabilities along with any individual accommodation plans during the performance management and review process.</p>	Complete/Ongoing

<p>Career Development and Advancement</p>	<p>Roth IAMS will take into account the accessibility needs of employees with disabilities along with any individual accommodation plans when providing career development and advancement to such individuals.</p>	<p>Complete/Ongoing</p>
<p>Redeployment</p>	<p>Roth IAMS will take into account the accessibility needs of employees with disabilities along with any individual accommodation plan in redeployment.</p>	<p>Complete/Ongoing</p>

Customer Service Standards

	<p>Customer service is at the core of everything we do in providing Roth IAMS services to people and businesses across Ontario and other provinces. Roth IAMS is committed to meeting the requirements of the AODA and the IASR. Roth IAMS proactively identifies barriers to accessibility and in consultation with our customers and clients, determines appropriate ways to accommodate customer needs to provide customer service that is accessible to people with disabilities.</p>	<p>Complete/Ongoing</p>
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