

EnerQuest Services Inc. Multi-Year Accessibility Plan 2014-2021

Section of Act	Description	Action Taken/Addressing Barriers	Status	Date	Responsibility
<i>Part I. General Requirements</i>					
3. Establishment of Accessibility Policies	To develop, implement and maintain policies of the AODA.	EnerQuest will review and update all policies that pertain to the AODA. EnerQuest reviews and updates these and other policies annually.	Complete	1/1/14	Human Resources
4. Accessibility Plans	Establish, implement, maintain and document a multi-year accessibility plan. Post on company website. Review every 5 years.	EnerQuest has established/posted multi-year accessibility plan on company website. Plan will be reviewed and updated once every 5 years by Human Resources.	Ongoing	2014-2021 (Reviewed update every 5 years)	Human Resources
7. Training and Awareness	Ensure training and awareness is provided on requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code for all persons within, or acting on behalf of EnerQuest Services Inc.	Trained employees (which are also responsible for the development of company rules and policies) and all people who represent EnerQuest Services Inc. Employees are trained throughout the year (incorporated into daily safety talks) as well as during the companies orientation. Employees are to sign off on all accessibility policies and training. JHSC is responsible for ensuring accessibility standards are met and maintained throughout monthly meetings.	Complete/ Ongoing	Jan 2014 (Annually)	Human Resources/ Supervisors/ JHSC
<i>Part II. Information and Communication Standards</i>					
11. Feedback	Every obligated organization implement feedback for receiving and responding to feedback. Ensure accessible formats are available upon requests.	Ensure that feedback process is in place. Ensure that any customers that may come to EnerQuest are aware feedback is available and ,if request, are available in alternative format. Also have the feedback information available in the front office as well as on the companies website under "contact" section.	Complete/ Ongoing	Jan 2014 (Annually)	Front Office/ Customer Liaison
12. Accessible formats and Communication Supports	Upon request the company will arrange accessible formats or communication supports in a timely manner and at a cost that is no more than regular cost charge to other person. The organization shall consult with the person making the request determining the suitability of an accessible format. They should also notify the public of accommodations and communication supports.	EnerQuest will continue to offer accommodations and communication support through all external and internal websites/postings. EnerQuest will also offer accommodations through job offers in the company's offer letters. EnerQuest will also provide offer for accommodation and communications supports on its website where individual's can also apply for jobs. EnerQuest will also outsource to provide accessible formats, if needed, at a cost that is no more than the regular cost charged to other persons.	Complete/ Ongoing	01/01/2016	Human Resources (directed from)

14. Accessible Websites & Web Content	Company website must conform with WCAG 2.0 Level AA by 2021	Work with the IT Department on addressing EnerQuest's website compliance with WCAG 2.0 Level AA. IT Department has already started to implement audio and visual to the website (Through company videos). EnerQuest has already implemented a company "virtual tour" allowing individual's access to the company and its resources from the website through a virtual tour without having an actual tour.	Complete/ Ongoing	01/01/2021	IT Department
<i>Part III. Employment Standards</i>					
22. General Recruitment	Every employer shall notify its employees and public about availability for accommodation for applicants with disabilities in its recruitment process	EnerQuest will implement and encourage applications from people with disabilities. Encouraging applicants to apply on all external and internal websites and postings.	Complete/ Ongoing	01/01/2016	Human Resources
23. Recruitment, assessment or selection process	Notifying job applicants when selected to participate in an assessment or selection process that accommodations are available upon request in relation to materials or processes to be used. If selected applicant requests accommodation, the employer shall consult with applicant to provide or arrange provision in a suitable manner taking in account for the applicant's accessibility needs.	EnerQuest will implement and encourage applications from people with disabilities. Encouraging applicants to apply on all external and internal websites and postings. EnerQuest will aware all successful applicants of accommodations through the company's offer of employment letter.	Complete/ Ongoing	01/01/2016	Human Resources
24. Notice to successful applicants	Every employer shall , when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	EnerQuest will advise and aware all successful applicants of accommodations through the company's offer of employment letter. Applicants will also be aware through our company website and through orientation on their first day of work.	Complete/ Ongoing	01/01/2016	Human Resources/ Company
	Every employer shall inform employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibilities needs due to disability	Inform current and new employees on EnerQuest policies on the provision of job accommodations that take into account an employee's accessibilities needs due to disability			

25. Information Employees of Supports	Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment	EnerQuest ensures that all new hires are trained through orientation on the employees first day of work with the company. The employee is also given a tour and provided with a handbook with all company rules and regulations including accessibility. Employees are also trained throughout the year through "daily talks" which include accessibility accommodations. Employees are also made aware in through the job offers and on job postings that accommodations are available upon request.	Complete/ Ongoing	01/01/2016	Human Resources
	Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Human resources will email and implement new policy changes into morning meetings as well as in emails to Supervisor to go over with their employees. All employees will sign off that they have reviewed the policy. Accommodations will be offered to employees with accessibility needs as needed.	Complete/ Ongoing		
26. Accessible Formats and Communication	When requested, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports: information needed in order to perform the employee's job and information that is generally available to employees in the workplace.	EnerQuest will provided accessible formats and supports as required during consultation. Accessible formats will be provided in a timely manner upon request. EnerQuest will seek outsource companies that may help in providing accessible format/resources.	Complete	01/01/2016	Human Resources (directed from)
	The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support	EnerQuest will consult with requesting employee for a suitable accessible formation or support. EnerQuest will ensure that each format is suitable for each individual that has a disability.	Complete		
27. Workplace Emergency Response Information	Every employer shall review the individualized workplace emergency response information.	EnerQuest will consult with the employee who has a disability and have a Emergency Workplace Response form filled out with the supervisor. This form will be filled out after the company has been aware of the accommodation within a timely manner. EnerQuest will address this form when putting an individual emergency plan in place.	Complete	01/01/2016	Human Resources/ Supervisors

28. Documented Individual Accommodation Plans	Employers shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities	Create a modified work duties/accommodation plan that allows input from the supervisors and employee that is safe and accommodating. The return to work should include the accommodations that the employee needs to return to work safely. The employee should also have a FAF functional abilities form (WSIB website) filled out by a medical practitioner that includes limitations and restrictions as well as dates to return to work. Each employee will be assessed individually and EnerQuest will accommodate based on each individual's disability.	Complete	01/01/2016	Human Resources/ Supervisors
29. Return to Work	Employer shall develop a return to work process for employees absent because of their disability/outline steps to facilitate return to work/use documented individual accommodation plans	EnerQuest is to create and train employees on modified work and return to work policies. All employees are trained during orientation and on a yearly basis. Work will be suitable as addressed by the employees FAF.	Complete	01/01/2016	Human Resources/ Supervisors
30. Performance Management	Employer that uses performance management shall take in account the accessibility needs of employees with disabilities, as well as, any individual accommodation plans when providing career advancement.	If EnerQuest shall provide an opportunity for career advancement through performance management will take into account the accessibility needs of employees with disabilities when providing career development and advancement. EnerQuest will also ensure that individual accommodation plans are implemented in order to successful advance.	Complete	01/01/2016	Ownership/Human Resources/ Supervisors
31. Career Development and Advancement	Employer that uses career development and advancement shall take in account the accessibility needs of employees with disabilities, as well as, any individual accommodation plans when providing career advancement.	If EnerQuest shall provide an opportunity for career advancement will take into account the accessibility needs of employees with disabilities when providing career development and advancement.	Complete	01/01/2016	Ownership/Human Resources/ Supervisors