



AODA Compliance Checklist

The deadline to submit your AODA Compliance Report is **December 31, 2023**. Please use the checklist below to ensure that you have met your compliance requirements prior to filing your report. ***Should you require assistance with any of these requirements, please contact HR Performance & Results. We'd be happy to help!***

Compliance Requirements	Complete Y/N	Notes
General Requirements		
Have you developed, implemented, and maintained written policies about how the organization achieves, or will achieve accessibility through meeting requirements in the IASR, including a statement of commitment?		
Have you considered the accessibility for persons with disabilities when designing, procuring, or acquiring self-service kiosks? (If applicable)		
Have you provided training to all employees, volunteers, and any other persons in your organization on the AODA, IASR and the Ontario Human Rights Code as it relates to persons with disabilities?		
Have you kept a record of training?		
Organizations with more than 50 employees: Have you made your policies publicly available and upon request, can provide them in an accessible format?		
Organizations with more than 50 employees: Have you established, implemented, and maintained a multi-year accessibility plan and posted it on your website? (This plan must be provided in an accessible format upon request and should be reviewed and updated every 5 years.)		
Information and Communications Requirements		
Have you established a feedback process, and ensured that it is accessible to persons with disabilities by providing or arranging for accessible formats and communication supports, upon request?		
Have you notified the public of availability of accessible formats and communication supports?		
Have you made information about your emergency procedures, plans, and public safety publicly available, and can you provide it in an accessible format upon request?		
Organizations with more than 50 employees: Does your website conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA?		



Employment		
Have you notified your employees and the public of availability of accommodations for applicants with disabilities in the recruitment processes?		
Do you notify applicants selected to participate in an assessment or selection process that accommodations are available upon request?		
Do you notify a new employee of your accommodation policies when making an offer of employment?		
Have you informed your employees of the organization's policies to support persons with disabilities, including the policies about accommodation?		
Have you arranged for accessible formats and communication supports for your employees for any information that they need to perform their job, and that is generally available to employees in the workplace? Have you consulted with the employee making the request to determine a suitable accessible format and communication support?		
Have you provided individualized workplace emergency response information to employees with a disability, and if the employee with a disability requires assistance during an emergency, to the person designated to help the employee with a disability during an emergency? Have you provided this information as soon as possible after you became aware of the need for accommodation?		
Do you have a written process in place for the development of individual accommodation plans, including individualized workplace emergency response information for employees with disabilities? Can these be provided in an accessible format upon request?		
Have you developed and documented a Return-to-Work Process for your employees that were absent from work due to a disability and require disability-related accommodations to return to work?		
Have you taken into account the accessibility needs of your employees with disabilities when using the performance management process and providing career development, advancement and/or redeployment?		
Design of Public Spaces		
Have you made any major modifications to your public spaces? If so, have you made them accessible to persons with disabilities?		