

# BDP. Quadrangle

## 2012 Multi-year Accessibility Plan

Compliance Date: 1 January 2012

Standards and Requirements	Action	Status
<p><b>Part II – Information and Communication Standard</b>  <b>Section 13: Emergency Procedure, Plans or Public Safety Information</b></p> <ul style="list-style-type: none"> <li>• Provide any publicly available emergency procedures, plans or public safety information in an accessible format, or with appropriate communication supports, as soon as practicable.</li> </ul>	<p>BDP Quadrangle does not have publicly available emergency procedures, plans or public safety information. As such the requirement does not apply.</p>	<p>Complete</p>
<p><b>Part III – Employment Standard</b>  <b>Section 27: Workplace Emergency Response Information</b></p> <ul style="list-style-type: none"> <li>• Provide individualized workplace emergency response information to employees who have a disability, as soon as practicable after the employer is aware of the need for accommodation;</li> <li>• Provide the individualized workplace emergency response information to the person designated to assist the employee with the employee's consent;</li> <li>• Review the individualized workplace emergency response information,               <ol style="list-style-type: none"> <li>a) when the employee moves to a different location in the organization;</li> <li>b) when the employee's accommodation needs are reviewed;</li> <li>c) when general emergency response plans are reviewed.</li> </ol> </li> </ul>	<p>BDP Quadrangle has developed a process to document individualized workplace emergency response information for employees with disabilities who require accommodation or support in an emergency. The process includes both private consultation to determine the employee's needs, and their consent to share individualized workplace emergency response information with any designated assistants.</p>	<p>Complete</p>



## 2014 Multi-year Accessibility Plan

Compliance Date: 1 January 2014

Standards and Requirements	Action	Status
<p><b>Part I - General Requirements</b> <b>Section 3: Establishment of Accessibility Policies</b></p> <ul style="list-style-type: none"><li>• Develop, implement and maintain policies governing how BDP Quadrangle will achieve accessibility;</li><li>• Include a statement of commitment to meet the accessibility needs of persons with disabilities in a timely manner;</li><li>• Make policies publically available;</li><li>• Upon request, provide the accessibility policies in an accessible format.</li></ul>	<p>BDP Quadrangle has prepared an Integrated Accessibility Standards Policy that reflects a firm commitment to removing barriers to accessibility for persons with disabilities. The Policy is available to the public and employees on our website.</p>	Complete
<p><b>Part I - General Requirements</b> <b>Section 4: Accessibility Plan</b></p> <ul style="list-style-type: none"><li>• Establish, implement, maintain and document a multi-year accessibility plan;</li><li>• Post the accessibility plan on the BDP Quadrangle website and, upon request, provide the plan in an accessible format.</li></ul>	<p>BDP Quadrangle has developed a Multi-Year Accessibility Plan that outlines a strategy to prevent and remove barriers to accessibility. The Plan will be reviewed and updated at least once every five years. The Plan is available to the public and employees on our website.</p>	Complete
<p><b>Part I - General Requirements</b> <b>Section 6: Self Service Kiosks</b></p> <ul style="list-style-type: none"><li>• Have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.</li></ul>	<p>BDP Quadrangle will consider accessibility criteria in the event that self-service kiosks are acquired.</p>	Complete
<p><b>Part II – Information and Communication Standard</b> <b>Section 14: Accessible Websites and Web Content</b></p> <ul style="list-style-type: none"><li>• Make new BDP Quadrangle websites and their web content conform with the Web Content Accessibility Guidelines, WCAG 2.0, Level A with some exceptions as explained in the IASR.</li></ul>	<p>BDP Quadrangle ensures that its website and web content conform to the WCAG 2.0, Level A.</p>	Complete



## 2015 Multi-year Accessibility Plan

Compliance Date: 1 January 2015

Standards and Requirements	Action	Status
<p><b>Part I - General Requirements</b> <b>Section 7: Training</b></p> <ul style="list-style-type: none"><li>• Ensure training is provided on the requirements of the IASR and on the Human Rights Code as it pertains to persons with disabilities;</li><li>• Provide training as soon as practicable to all employees, volunteers, persons involved in developing policies and other persons who provide goods and services on behalf of the company;</li><li>• Keep a record of the training, including dates and numbers of participants.</li></ul>	<p>BDP Quadrangle has developed a training strategy that provides in-house group training, as well as independent e-learning modules in order to meet the training requirements of AODA. A record-keeping process will be used to ensure that all persons who are required to complete accessibility training have done so. Completed – June 2015.</p>	<p>Complete</p>
<p><b>Part II – Information and Communication Standard</b> <b>Section 11: Feedback</b></p> <ul style="list-style-type: none"><li>• Ensure that feedback processes are available in accessible format and with communication supports for persons with disabilities upon request.</li></ul>	<p>BDP Quadrangle will review all current processes for receiving and responding to feedback and update them to improve communications with persons with disabilities. Completed – June 2015.</p>	<p>Complete</p>



## 2016 Multi-year Accessibility Plan

Compliance Date: 1 January 2016

Standards and Requirements	Action	Status
<p><b>Part II – Information and Communication Standard</b>  <b>Section 12: Accessible Formats and Communication Supports</b></p> <ul style="list-style-type: none"> <li>• Arrange for the provision of accessible formats and communication supports for persons with disabilities who so request:               <ol style="list-style-type: none"> <li>a) In a timely manner taking into account the person’s accessibility needs; and</li> <li>b) At a cost that is no more than the regular cost charged to other persons.</li> </ol> </li> <li>• Consult with the person making the request in determining the suitability of an accessible format or communication support;</li> <li>• Notify the public about the availability of accessible formats and communication supports.</li> </ul>	<p>BDP Quadrangle will establish a process for responding to and consulting with persons with disabilities who request information in alternative formats or with communication supports. The process will ensure that the provision of such formats will be arranged in a timely manner and at the same cost as for any other person.</p> <p>BDP Quadrangle will post a statement on its website that gives notice of the availability of accessible formats or communication supports for persons with disabilities.</p>	<p>Complete</p>
<p><b>Part III – Employment Standard</b>  <b>Section 22: Recruitment General</b></p> <ul style="list-style-type: none"> <li>• Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process.</li> </ul> <p><b>Part III – Employment Standard</b>  <b>Section 23: Recruitment, Assessment or Selection Process</b></p> <ul style="list-style-type: none"> <li>• Notify individually selected job applicants that accommodations are available, upon request, in relation to the materials or processes used during the assessment or selection process.</li> </ul> <p><b>Part III – Employment Standard</b>  <b>Section 24: Notice to Successful Applicants</b></p> <ul style="list-style-type: none"> <li>• Notify successful applicants of accommodation policies for employees with disabilities, when making an offer of employment.</li> </ul>	<p>BDP Quadrangle will include a statement in all job postings including the company’s website, intranet and external postings.</p> <p>BDP Quadrangle will inform candidates, when they are contacted for further consideration, that accommodations are available for persons with disabilities, upon request. Suitable accommodations will be arranged in consultation with the candidate.</p> <p>BDP Quadrangle will include information about its policies for accommodating employees with disabilities when making an offer of employment.</p>	<p>Complete</p>



<p><b>Part III – Employment Standard</b>  <b>Section 25: Informing Employees of Supports</b></p> <ul style="list-style-type: none"> <li>• Inform employees of accessibility and accommodation policies used to support employees with disabilities;</li> <li>• Inform new employees as soon as practicable;</li> <li>• Provide updated information to employees when changes are made to accommodation policies.</li> </ul>	<p>BDP Quadrangle will develop a Workplace Accommodation Policy. BDP Quadrangle will make the Individual Accommodation Policy and the Accessibility Policy available to new and current employees on the BDP Quadrangle employee intranet. Notification will be posted there in the event of any changes in the policies.</p>	<p>Complete</p>
<p><b>Part III – Employment Standard</b>  <b>Section 26: Accessible Formats and Communication Supports for Employees</b></p> <ul style="list-style-type: none"> <li>• Consult with the employee with a disability when a request has been made for accessible formats and communication supports needed to access information to perform the employee’s job or for generally available workplace information.</li> </ul>	<p>BDP Quadrangle will arrange consultation with the employee with a disability to discuss and provide suitable accessible formats or communication supports required to access information to do their job effectively.</p>	<p>Complete</p>
<p><b>Part III – Employment Standard</b>  <b>Section 28: Documented Individual Accommodation Plans</b></p> <ul style="list-style-type: none"> <li>• Develop and have in place a written process to document an individual accommodation plan for employees with disabilities.</li> </ul>	<p>BDP Quadrangle will prepare an Individualized Accommodation Plan template which incorporates the elements outlined in the IASR. HR personnel will be trained on the procedures for initiating and conducting dialogue in the development of a plan.</p>	<p>Complete</p>
<p><b>Part III – Employment Standard</b>  <b>Section 29: Return to Work Process</b></p> <ul style="list-style-type: none"> <li>• Develop, have in place and document a return to work process for employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.</li> </ul>	<p>BDP Quadrangle will review its current Return to Work procedures and update them to include a process for employees with disabilities to return to work.</p>	<p>Complete</p>
<p><b>Part III – Employment Standard</b>  <b>Section 30: Performance Management</b>  <b>Section 31: Career Development and Advancement</b>  <b>Section 32: Redeployment</b></p> <ul style="list-style-type: none"> <li>• Take into account the accessibility needs and the individual accommodation plans of employees with disabilities when using performance management, career development and redeployment processes.</li> </ul>	<p>BDP Quadrangle will review its current procedures in the areas of performance management, career development and redeployment in order to ensure that accessibility needs and Individual Accommodation Plans are considered.</p>	<p>Complete</p>



## 2021 Multi-year Accessibility Plan

Compliance Date: 1 January 2021

Standards and Requirements	Action	Status
<p><b>Part II – Information and Communication Standard</b> <b>Section 14: Accessible Websites and Web Content</b></p> <ul style="list-style-type: none"><li>• Make all BDP Quadrangle websites and their web content conform with the Web Content Accessibility Guidelines, WCAG 2.0, Level AA with some exceptions as explained in the IASR.</li></ul>	BDP Quadrangle will ensure its website and web content conforms to the WCAG 2.0, Level AA.	Ongoing quarterly audits