

Toronto Film School

MULTI-YEAR ACCESSIBILITY PLAN

GENERAL REQUIREMENTS	STATUS
<u>Accessibility Policies:</u> Develop accessibility policies outlining how Toronto Film School will implement legislation to its customers, students, and its employees. Make available to public.	Complete
<u>Create Statement of Commitment:</u> Develop a Statement of Commitment and make available to public.	Complete
<u>Multi-year Accessibility Plan:</u> Develop a Multi-Year Accessibility Plan and post online.	Complete
<u>Training:</u> Provide training on Integrated Accessibility Standards Regulation requirements and the Human Rights Code to employees, volunteers, leaders and anyone who provides goods and services on behalf of Toronto Film School's behalf. Keep a record of trained recipients.	Ongoing Contractors have been excluded from training to date. Training will be provided to contractors by January 31, 2023.
EMPLOYMENT STANDARDS	STATUS
<u>Recruitment - Make Hiring Accessible:</u> Revise recruitment protocols to inform applicants that Toronto Film School will accommodate disabilities during the selection process.	Complete
<u>Information for Employees:</u> Advise employees about policies supporting employees with disabilities.	Complete
<u>Making Information Accessible for Employees:</u> When requested by an employee with a disability, work with them to make workplace information accessible.	Ongoing

<p><u>Helping Employees with Disabilities Stay Safe:</u> Develop plans to assist employees with disabilities during an emergency, including ensuring the information is formatted so an employee with a disability can understand it.</p>	Complete
<p><u>Processes to Accommodate Employees:</u> Develop accommodation plans for employees with disabilities. Accommodation plans are a formal way of recording and reviewing the things needed to accommodate an employee with a disability.</p>	Ongoing as needed
<p><u>Help Employees with Disabilities Return to Work:</u> Outline the steps you will take to help your employees return to work when they have been absent because of a disability and need some form of disability-related accommodation to return to work.</p>	Ongoing as needed
<p><u>Performance Management, Career Development and Advancement, and Redeployment Processes:</u> Take into account the accessibility needs of employees with disabilities as well as their individual accommodation plans when administering performance management, managing career development and advancement, and where engaging in staff redeployment processes.</p>	Ongoing on an individual basis
<p>INFORMATION AND COMMUNICATION STANDARD</p>	<p>STATUS</p>
<p><u>Accessible Websites and Web Content:</u> All websites and content to meet WCAG 2.1 Level AA where possible.</p>	<p>Agency has been hired to remediate some issues identified with our websites.</p> <p>Compliance Date: April 30, 2023</p>
<p><u>Make Feedback Accessible:</u> When requested, Toronto Film School must be able to receive and respond to feedback from customers, students, employees and the public who have a disability.</p>	Complete
<p><u>Accessible Formats and Communication Supports:</u> Make information accessible to the public and provide information in accessible format when requested. Let the public know this information.</p>	Complete

DESIGN OF PUBLIC SPACES	STATUS
<u>Parking:</u> New parking spaces or redevelopment of existing parking spaces will be built and maintained in compliance with AODA legislation.	Ongoing
<u>Service Counters and Waiting Areas:</u> The building of new service counters and renovation or major changes to existing service counters will be built in compliance with AODA legislation.	Ongoing
REVIEW/UPDATE ACCESSIBILITY COMMITMENT	STATUS
5 Year Multi-Plan Review	Ongoing Next Review: June 30, 2023