



Rexel Canada Electrical Inc. Multi-Year Accessibility Plan

2014 - 2021

Compliance Date	Section \ Act	Description	Action(s) Taken	Status
January 1, 2014	Part I: General Requirements			
	3. Establishment of Accessibility Policies	Develop, implement and maintain AODA policies	Reviewed and updated AODA policies	Completed
	4. Accessibility Plans	Establish, implement, maintain and document a multi-year accessibility plan.	Developed and posted Multi-year plan on our internal and external websites. Plan will be reviewed and updated every five (5) years	Completed
		Post plan on company internal and external websites and provide the plan in an accessible format upon request.		Completed
		Review and update the accessibility plan at least once every 5 years		Completed
6. Self-Serve Kiosks	Have regard to accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	Communicated with personnel that are in charge of procurement and considerations that must be taken effective Jan. 1, 2014	Completed	
January 1, 2015	Part I: General Requirements			
	7. Training and Awareness	Ensure Training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to:	Trained all employees, volunteers, persons participating in developing organization policies and all other persons providing goods, services or facilities on behalf of Rexel in Ontario. Ensure all new employees are trained in the orientation with the Company.	Completed
		a) all employees and volunteers		Completed
		b) all persons who participate in developing organization policies		Completed
		c) all other persons who provide goods, services or facilities on behalf of the organization		Completed
Part II: Information and Communication Standards				
11. Feedback	Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Feedback process is in place. Identified sources of internal and external feedback. Determined alternate feedback formats to accommodate persons with disabilities. Review and update process as required.	Completed	

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January 1, 2016	Part II: Information and Communication Standards			
	12. Accessible formats and Communication Supports	<p>Upon request, the company will provide or arrange for the provision of accessible formats and communication supports in a:</p> <p>a) Timely manner taking into account the person's accessibility needs due to disability</p> <p>b) at a cost that is no more than the regular cost charged to other persons.</p> <p>The organization shall consult with the person making the request in determining the suitability of an accessible format or communication support</p> <p>Notify the public about the availability of accessible formats and communication supports</p>	<p>Continuously review and update processes for accessibility requests in a timely manner. Persons making a request for communication support will be consulted when making changes to accessibility formats.</p> <p>Update websites to reflect accessible formats on communication supports.</p> <p>Upon request the above procedure will be followed.</p>	Ongoing as per request
	Part III: Employment Standards			
	22. General Recruitment	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Every internal and external job posting will notify its availability of accommodation for applicants with disabilities. For any requested accommodation, adjustments will be made in consultation with the applicant.	Completed
	23. Recruitment, assessment or selection process	<p>During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.</p> <p>If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.</p>	Rexel will notify successful applicants of policies for accommodating employees with disabilities.	
	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.	Offer letter created to include the policies for accommodating employees with disabilities	Ongoing

	25. Information employees of supports	(1) Every employer shall inform its 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 accessibility needs due to disability.	Informed current and new employees of policies supporting employees with disabilities including job accommodations that take into account an employee's accessibility needs due to disability.	Completed
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January 1, 2016		(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	All new hires are trained on the information in their orientation with the Company (within two weeks of hire).	Completed
		(3) 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.	Emails will be sent by Human Resources and Executive Assistants advising of updates to policies. Accommodations will be offered to employees with accessibility needs due to disability	Completed
	26. Accessible formats and communication supports for employees	(1) In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:	In consultation with employee, the employer will provide accessible formats and communication supports as required.	Completed
		(a) information that is needed in order to perform the employee's job; and	When requested job descriptions will be provided with accessible formats	Completed
		(b) information that is generally available to employees in the workplace.	Policies and procedures will be available on the intranet for accessibility in the workplace	Completed
		(2) The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Rexel will consult with the requesting employee in determining suitability of an accessible format or communication support	Completed
	27. Workplace emergency response information	Every employer shall review the individualized workplace emergency response information	In consultation with an employee who has a disability, an individualized workplace emergency response information plan will be created, as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability	Completed
	28. Documented Individual accommodation plans	Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Early and Safe Return to Work policy outlines the process of developing a documented individual accommodation plan for employees with disabilities	Completed
		The process for the development of documented individual accommodation plans shall include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.	Developed suitable work offer which is a contract between manager and employee. Manager and employee works together to list suitable duties to accommodate employee.	Completed
		2. The means by which the employee is assessed on an individual basis.	Employee will be assessed individually by performance review and any accommodations will be decided upon between the manager and the employee	Completed



3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved.

Developed Functional Abilities Form (FAF) for medical practitioners to complete. FAF includes the restrictions and limitations of the employee. Based on the restrictions and limitations, a suitable work offer is created to encompass the duties that will accommodate the disability

Completed

4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.

Where the employee has a bargaining agent, they will request participation in developing the accommodation plan from their union steward or worker representative in conjunction with their manager.

Completed

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January 1, 2016		5. The steps taken to protect the privacy of the employee's personal information.	Limited employees (only Human Resources professionals) have access to personal information. Employees that have access to personal information are bound by Rexel's confidentiality policy and the Privacy Act. All employee's confidential and personal information is stored in a secure location.	Completed
		6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.	The frequency in which individual accommodation plan will be reviewed and updated will be included on the Functional Abilities Form or suitable work offer	Completed
		7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.	Provide employee with the reasons that the accommodation is denied and assist with a new plan to accommodate the employee.	Completed
		8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.	All accommodation plans will take into account the employee's accessibility needs due to disability.	Completed
January 1, 2016	29. Return to work process	Every employer, other than an employer that is a small organization,	Employees are trained on Early and Safe Return to Work Policy which outlines that modified duties are used to accommodate employees recovering from a disability.	
		(a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and		Completed
		(b) shall document the process.	Rexel has a documented process as above	Completed
		The return to work process shall,	Steps outlined in Early and Safe Return to Work Policy to facilitate return to work of employees who are absent because of their disability.	
		(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and		Completed
		(b) use documented individual accommodation plans, as described in section 28, as part of the process. The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.	Suitable work offer created by management and employee to accommodate employee's disability.	Completed

	30. Performance Management	Employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Performance reviews will be modified to take into account individual accommodation plan and accessibility needs of employees with disabilities.	Completed
	31. Career development and advancement	An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Rexel will take into account the accessibility needs of employees with disabilities when providing career development and advancement including notification of the ability to provide accommodations on internal job postings	Completed
January 1, 2021	Part II: Information and Communication Standards			
	14. Accessible Websites & Web Content	Update Rexel content to conform with the WCAG 2.0 - Level AA	Review website and implement changes to conform with WCAG 2.0 - Level AA	Upcoming