

GDB	GDB Constructeurs 206 Fielding Rd., Lively, ON, P3Y 1L6 705-682-4471; info@gdbconstruct.ca		Doc No:	QD670N
			Initial Issue Date	Jan 2018
Workplace Orientation (Ontario)			Revision Date:	
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18.1 AODA Multi-Year Plan & GDB Standard Work Practices

Table 1 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
Jan 1, 2012	Provide accessibility customer service.
Comments and/or (SWP) Standard Work Practices	
<p>1. Train your staff and volunteers to serve customers of all abilities:</p> <ul style="list-style-type: none"> a. GDB requires all staff/volunteers provide service to customers of all abilities. b. Workers identifying persons in need of accommodation should report this to their immediate workplace supervisor. c. Supervisor in conjunction with Project Managers and/or senior Management shall establish a suitable accommodation plan. 	
<p>2. Keep a written record of training:</p> <ul style="list-style-type: none"> a. Workplace orientation records serve as a written record of training. 	
<p>3. Welcome service animals and support persons:</p> <ul style="list-style-type: none"> a. GDB staff shall welcomes service animals and support workers and will take reasonable measures to facilitate their support to persons with disabilities. b. Accommodation plans shall consider the presence of service animals and support workers, during their development and review. 	
<p>4. Create accessible ways for people to provide feedback:</p> <ul style="list-style-type: none"> a. To provide feedback to us about Customer Service for persons with disabilities or to request communication support or information in an accessible format, please contact our head office at: <p style="text-align: center;">(See Accessibility Policy)</p> 	
<p>5. Put an accessibility policy in place so your employees, volunteers, and customers can know what to expect:</p> <ul style="list-style-type: none"> a. GDB Accessibility Policy is presented in this document, after the multi-year plan. 	

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Table 2 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
Jan 1, 2014	Create accessibility policies and multi-year plan
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. Create policies and a multi-year accessibility plan to help achieve your accessibility goals: <ol style="list-style-type: none"> a. GDBs Accessibility Policy is presented in this document, after the multi-year plan. b. GDBs accessibility goals are as follows: <ol style="list-style-type: none"> i. To facilitate the inclusion of persons with varying levels of ability in attending GDB workplace public spaces. ii. To facilitate the inclusion of authorized persons with varying levels of abilities in attending GDB controlled spaces, such as but not limited to, projects and storage facilities. iii. Ongoing compliance to the current (AODA) Accessibility for Ontarians with Disabilities Act. 	
<ol style="list-style-type: none"> 2. Tell your employees and customer about your policies: <ol style="list-style-type: none"> a. GDBs Accessibility Policy is: <ol style="list-style-type: none"> i. Posted in a public space at GDBs head office. ii. Is provided to each GDB project in Ontario. (Customer Location) iii. Is included with workplace orientation material for all staff and volunteers. iv. Is shared with clients and the public, upon request. 	
<ol style="list-style-type: none"> 3. Post the multi-year plan on your website in an accessible format: <ol style="list-style-type: none"> a. This update of the multi-year plan is being posted to our website. 	

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Table 3 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
Jan 1, 2014	Consider accessibility when purchasing or designing self-service kiosks
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. This includes interactive electronic terminal that people use to pay parking fees, validate tickets, buy groceries and renew licences: <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB has no self-service kiosks. GDB shall consider this requirement should our operations change to include this requirement. 	

Table 4 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
Jan 1, 2014	Make websites accessible
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. This includes only new websites and old websites you significantly update and new website content you create: <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 	

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Table 5 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
December 31, 2014	File an Accessibility Compliance Report
Comments and/or (SWP) Standard Work Practices (Complete)	

Table 6 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
Jan 1, 2015	Train your staff on Ontario's accessibility laws:
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. Train all your employees and volunteers on the accessibility requirements that apply to their job duties and organization: <ol style="list-style-type: none"> a. Workplace orientation is the primary means of training. (SOP) Standard Operating Practices are outlined in this orientation material. b. When an accommodation plan is developed it shall be communicated by the applicable supervisor to pertinent employees to clarify how it may impact their job duties and the organization. c. Accommodation plan(s) shall be created and reviewed on an ongoing basis to keep them current to the workplace and the needs of the person(s) being accommodated. 	

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Table 7	
GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees	
Updated January 2018	
Date	Requirement
Jan 1, 2015	Make it easy for people with disabilities to provide feedback
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. This includes surveys or comment cards: <ol style="list-style-type: none"> a. Feedback can be communicated as outlined in GDBs accessibility policy. b. Accommodation plans processes involve soliciting input from the person(s) to be accommodated. 	

Table 8	
GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees	
Updated January 2018	
Date	Requirement
Jan 1, 2016	Make your public information accessible when asked
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. Work with the person to figure out how to meet their needs as soon as possible: <ol style="list-style-type: none"> a. Information can be solicited as outlined in GDBs Accessibility Policy b. Supervisors, Project Managers, and Senior Management shall work collaboratively to review and release solicited public information. c. Private information shall not be released without the consent of senior management and the affected party(ies). 	

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Table 9 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
Jan 1, 2016	Make your employment practices accessible.
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. Make how you hire, retain and provide career development opportunities accessible: <ol style="list-style-type: none"> a. Hiring from local union halls, shall follow standard union protocols. b. Hiring non-union employees shall be as follows: <ol style="list-style-type: none"> i. Postings shall be through third-parties compliant to OADA, such as but not limited to, Human Resources Development Canada job-bank. c. Hiring interviews/observations/assessments shall be subject to an accommodation plan where deemed necessary upon request of the applicant. d. Development opportunities at GDB shall be structured to meet the needs present in current/existing accommodation plans. e. Supervisor, Project Managers, and Senior Management shall work collaboratively to deliver the above. 2. Document your processes for developing individual accommodation plan and return-to-work plans. <ol style="list-style-type: none"> a. Accommodation plans shall be tailored to the perceived needs of the individual to be accommodated, based on the level of need and the time frame for which accommodation is required. b. Accommodation plans shall be reviewed and revised as required to maintain a suitable level of accommodation. c. Accommodation plans may be verbal or written, based on the perceived needs of the party to be accommodated. d. A template/guide of point to consider during accommodation planning is provided in this document. 	

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Table 10 GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees Updated January 2018	
Date	Requirement
Jan 1, 2017	Make new or redeveloped public spaces accessible
Comments and/or (SWP) Standard Work Practices	
<ol style="list-style-type: none"> 1. Recreational trails and beach access routes <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 2. Outdoor public use eating areas <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 3. Outdoor play spaces <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 4. Public outdoor paths of travel <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 5. Parking lots <ol style="list-style-type: none"> a. Public parking is available at GDBs head office in Lively. <ol style="list-style-type: none"> i. Once parking space is designated for persons with valid accessible parking permits. ii. A ramp is provided to transition from the parking lot to the reception area. b. At GDB projects, and storage spaces, GDB shall consider this requirement should our operations change to include this requirement. <ol style="list-style-type: none"> i. Where the need for an accommodation plan exists, parking needs shall form part of the applicable accommodation plan(s). 6. Service counters <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 7. Fixed waiting lines <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 8. Waiting areas with fixed seating <ol style="list-style-type: none"> a. The above is not applicable to GDBs present operations. b. GDB shall consider this requirement should our operations change to include this requirement. 	

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Table 11	
GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees	
Updated January 2018	
Date	Requirement
Dec 31, 2017	File an Accessibility Compliance Report
Comments and/or (SWP) Standard Work Practices	
(Complete)	

Table 12	
GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees	
Updated January 2018	
Date	Requirement
Dec 31, 2020	File an Accessibility Compliance Report
Comments and/or (SWP) Standard Work Practices	
(In-Complete)	
<ul style="list-style-type: none"> Not required yet. 	

Table 13	
GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees	
Updated January 2018	
Date	Requirement
Jan 1, 2021	Make your website and web content accessible
Comments and/or (SWP) Standard Work Practices	
(Under Review, likely already be in compliance)	
<ul style="list-style-type: none"> Not required yet. 	

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Table 14	
GDB Constructeurs, Multi-Year Accessibility Plan (AODA) 50+ Employees	
Updated January 2018	
Date	Requirement
Dec 31, 2023	File an Accessibility Compliance Report
Comments and/or (SWP) Standard Work Practices	
<p style="text-align: center;">(In-Complete)</p> <ul style="list-style-type: none"> Not required yet. 	